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1/6/04

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, January 6, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. RICHMOND BRANCH LIBRARY NAMING ACTION

Continued from December 4, 2003

(This item is a continuation of the RICHMOND BRANCH LIBRARY NAMING hearing for possible additional public comment, Commission discussion and possible action. Public comment on this item was closed on December 4, 2003 except for testimony from persons who did not speak at the December 4, 2003 hearing. Consistent with the time limitations previously imposed on December 4, 2003, persons who did not offer public comment on this item on December 4, 2003 may testify for up to two minutes.)

Presentation and discussion of and possible action to approve the addition of the name of the late State Senator Milton Marks to the name of the Richmond Branch Library.

Explanatory documents: Richmond Branch renaming memo - Report on October 25th Richmond District Community meeting - Board of Supervisors Resolution in support of renaming

2. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

3. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 6, 2003.

Explanatory document: draft Minutes

4. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the special Library Commission meeting of November 13, 2003.

Explanatory document: draft Minutes

5. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of December 4, 2003.

Explanatory document: draft Minutes

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

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A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

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Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

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6. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)

The City Librarian will report on the following subjects: a California Library Association (CLA) Conference report; information on the American Library Association (ALA) Mid-Winter Conference in San Diego; a report on the 12/21/03 emergency closure of the Library system; a 2003/04 circulation statistics report; Proposition 14 (State Library Bond Act) applications revisions; and Exhibits and programs.

7. 03/04 and 04/05 LIBRARY BUDGET UPDATE DISCUSSION

Presentation on and discussion of the Library's FY 2003/04 and 2004/05 Budgets

8. MAIN LIBRARY (POE) REPORT DISCUSSION

Presentation and discussion of an update report on the Main Library Post Occupancy Evaluation (POE) Report related Main Library projects.

9. LIBRARY HISTORY PLAQUES ACTION

Presentation and discussion of and possible action to approve a series of plaques chronicling the history of the San Francisco Public Library from its beginnings until the present and honoring those who made significant contributions to be located in the Larkin Street entrance of the Main Library.

Explanatory Document: revised Wall of Library Heroes memo

10. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

11. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

13. ADJOURNMENT (requires motion and public comment) ACTION

1/2/03 - M.Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Willie L. Brown, Jr.
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Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, January 6, 2004
The San Francisco Public Library Commission held its regular meeting on Tuesday, January 6, 2004 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:11pm.

The following members were present: Commissioners Bautista, Chin, Coulter, Higueras, Steiman, Streets and Strobin.

AGENDA ITEM #1 RICHMOND BRANCH LIBRARY NAMING (cont'd. from Dec. 4, 2003)

President Higueras noted that Agenda item #1 was continued from the regular meeting of December 4, 2003 and announced that public comment would be taken from those who did not testify on this item at the December meeting for 2 minutes as was the time limit set at the previous meeting.

Public comment on AGENDA ITEM #1 RICHMOND BRANCH LIBRARY NAMING (cont'd. from Dec. 4, 2003)

Ms. Deborah Doyle, Chair of the Friends of the San Francisco Public Library spoke in favor of renaming the Richmond Branch Library to honor the contributions of Senator Marks in recognition and honor of his record of support for libraries and his contributions to the betterment of the community. Ms. Vicky Arno, lifelong Richmond resident and Native American, expressed her strong support for renaming the Richmond Branch Library citing Senator Marks outstanding career of public service and his particular concern for and support of American Indians. Mr. Norman Colliver, Esq., offered comments in support of renaming the Richmond Branch Library in honor of Senator Marks citing his 45 years of working closely with the Senator on projects to benefit the community. Mr. Chris Bowman, Secretary, San Francisco Republican Party, spoke in support of adding the name of Senator Milton Marks to that of the Richmond Branch Library citing his half century of service as a judge, and State Senator. Mr. John Friedlander, expressed his strong support for renaming the Richmond Branch Library in recognition of the wonderful things which Senator Marks had accomplished on behalf of the community. Mrs. Carolene Marks remarked that it had been a long road to reach this point and then cited the ways in which all of the requirements of the Library's Facilities Naming Policy had been met. Mrs. Marks then offered her thanks and that of her entire family to all of those who came forward to honor the memory of the late Senator.

Commission discussion of AGENDA ITEM #1 RICHMOND BRANCH LIBRARY NAMING (cont'd. from Dec. 4, 2003)

Commissioner Bautista recalled first meeting Senator Marks in the 1960s and cited his active involvement in countless community affairs, noting in particular his regular participation in Filipino -American community events. Commissioners Bautista observed that his way of responding to those who sought his help was more that of a concerned relative than a political office holder. Vice President Steiman noted that in her view the requirements of the Commission's Facilities Naming Policy had been met and a clear case had been made that the renaming of the Richmond Branch Library enjoyed the genuine support of the community. Commission Coulter, recalling his own experience as a legislator, noted when a former elected official was being considered for such an honor that it was important that the individual far exceed what is expected of an office holder. Commissioner Coulter noted that in the course of the yearlong discussion of this proposal it became clear that Senator Marks was an extraordinary individual who made himself accessible to everyone in the community. In particular, Commissioner Coulter found persuasive the thoughtful testimony of the Senator's son, his former Chief of Staff, and a transgender activist. Commissioner Chin lauded Senator Mark's involvement in and support for the community but maintained her view that naming Libraries and schools should be reserved for heroic figures such as Dr. Martin Luther King, Jr. or Cesar Chavez. Commissioner Coulter clarified that should the renaming proposal be approved that the original geographical and historic name on the landmark branch library building would remain unchanged with the new name noted on an interior plaque in a manner similar to that of the Noe Valley-Sally Brunn Branch Library. Vice President Steiman noted that the Commission's naming policy took into account of three kinds support that would recommend approving a name change, pointing to its basis in a desire to reflect the community's wishes and citing as example the case of the Eureka Valley-Harvey Milk Branch Library. Commissioner Bautista cited the strong neighborhood advocacy for renaming the Richmond Branch Library to honor its local son Senator Marks. President Higueras commented that the renaming process raised many issues but that it was clear that there was impressive community support for this proposal. President Higueras noted that when the Commission had revised its Facilities Naming Policy it had deliberately set the bar high but not so high that it overlooked the importance of honoring a community's memory. President Higueras noted that it was unlikely that we would again see the like of Senator Marks, who as Commissioner Coulter had noted, as an elected official must be shown to have exceeded the usual expectations of public service. President Higueras suggested that Senator Marks' welcoming of all and his efforts to bring everyone into the community exactly reflected a goal of the library to be accessible to all and to enrich all of the community. He noted that his example would be seen as a gesture to the future encouraging those using the library to follow his example of service to the community. President Higueras concluded by noting that, while he shared some of the concerns expressed, that he was supportive of the proposed renaming of the branch to honor Senator Marks.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin that the Richmond Branch Library be renamed the Richmond-Senator Milton Marks Branch Library.

ACTION: 6-1 AYE (Bautista, Coulter, Higueras, Steiman, Strobin, and Streets,)
NO (Chin)

Mrs. Marks rose to express the thanks and appreciation of her entire family for the Commission's action in honoring her late husband.

Commissioner Strobin left the meeting at 4:49pm.

President Higueras noted that Agenda Item #4 Approval of the Minutes of the special meeting of November 13, 2003 would be continued to the meeting of January 20, 2004.

AGENDA ITEM #2 PUBLIC COMMENT

An anonymous member of the public, noting that a new Mayor was about to take office' expressed thanks to the members of the Library Commission for their service. This individual urged that, after leaving office members of the Commission attend a meeting as members of the public. Mr. Peter Warfield, commenting that this may be the last meeting of this Commission, offered thanks for their service, noting that attending Commission meetings had provided an education about the library and other subjects, although not all of the lessons learned had been good.

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 6, 2003

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 6, 2003

An anonymous member of the public noted that the Commission was behind in its approval of past meeting minutes and suggested that these minutes were reported in a manner that avoided discussion of controversies. This person noted that they believed that comments attributed to the City Librarian, Commissioner Coulter, and Commissioner Chin regarding public comments offered in opposition to the Library's Prop. 14 applications in Sacramento were inaccurately y reported as were this person own remarks critical of Supervisor Daly. Mr. Peter Warfield observed that the minutes obliterated history, citing comments he had offered concerning the issue of RFID in the Library's Strategic Plan, his praise for Commissioners who proposed cautionary changes in the plan language, and the lack of report of the City Librarian's comments concerning an enlightening conference call about the scoring of the Library's Prop. 14 (State Library Bond Act) applications.

COMMISSION discussion of AGENDA ITEM # 3 APPROVAL OF THE MINUTES OF NOVEMBER 6, 2003

Commissioner Coulter and the City Librarian noted that they felt the minutes correctly reflected the substance of the discussion about opposition expressed in Sacramento to the Library's Prop. 14 (State Library Bond Act) applications by the two members of the public.

MOTION: by Commissioner Chin, seconded by Commissioner Steiman for approval of the Minutes of the regular meeting of November 6, 2003.

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Streets,)

Public comment on AGENDA ITEM #5 APPROVAL OF THE MINUTES OF DECEMBER 4, 2003

An anonymous member of the public noted that President Higueras was inaccurately listed as being present, that there were inaccuracies in the reporting of discussion of the Minutes, a mistaken reference to a Commission meeting on November 4th, and omissions in the Branch Library Improvement Program Manager's Report. Mr. Peter Warfield commented that his comments concerning the renaming of the Richmond Branch Library were not correctly reported. Mr. Warfield suggested that his comments concerning seismic safety improvements being undertaken immediately at the Richmond Branch and President Higueras directing him to the BLIP Manager were also not properly reported.

COMMISSION discussion of AGENDA ITEM # 5 APPROVAL OF THE MINUTES OF DECMBER 4, 2003

President Higueras requested that the Secretary correct a mis-spelling of Manager in the BLIP Manager's Report titles and recalled that he had suggested that Mr. Warfield to contact Ms. Thompson to obtain responses to his detailed questions.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista for approval of the Minutes of the regular meeting of December 4, 2003 as amended.

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #6 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth presented a report on: the California Library Association (CLA) Conference, noting that she would be serving as CLA President during 2004; information on the American Library Association (ALA) Mid-Winter Conference in San Diego; a report on the 12/21/03 emergency closure of the Library system; a 2003/04 circulation statistics report; Proposition 14 (State Library Bond Act) applications revisions; and Exhibits and programs (copy attached). Prior to these remarks, Ms. Hildreth informed the Commissioners that the Library's Tool Lending Center would reopen in its previous location under its new management, the Clean City Coalition, during the week of January 19th.

Public comment on AGENDA ITEM #6 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed shock at the announced re-opening of the Tool Lending Center under a new management, suggesting that significant policy issues involved had not been discussed before the Commission, and expressing dismay that there were no details available to members of the public in writing. Mr. Peter Warfield expressed disappointment that there were no written reports of the details of the circulation statistics discussed in Ms. Hildreth's report and suggested that a written report be made available that included adjustment of the reported figures so that any differences with previous circulation reports could be understood.

Commission discussion of AGENDA ITEM #6 CITY LIBRARIAN'S REPORT

In response to a question by Vice President Steiman, the City Librarian explained how the new online system allowed for circulation figures to more accurately reflect systemwide as well as the Main Library and individual branch circulation figures. Ms. Hildreth noted that while there was an apparent drop in Main Library circulation what in fact had occurred was simply more accurate tracking and reporting of the real originating location of materials circulating throughout the system. The City Librarian promised more detailed figures would become available soon. In response to a question by President Higueras concerning safeguards against a repetition of the problems previously experienced at the Tool Lending Center, Ms. Hildreth noted that the contract had been administered through the City's RFP (request for proposals) process and proposed to present a more detailed briefing on the Tool Lending Center to the Commission at a future meeting. Ms. Hildreth also confirmed that emergency protocols were in place and were activated to respond to emergency situations such as the reported December 21st power outage but that they could stand some further improvement in light of that experience. Ms. Hildreth noted in response to a question by Commissioner Bautista that normally the Commissioners would be informed concerning any emergency situations that occurred.

AGENDA ITEM #7 03/04 and 04/05 LIBRARY BUDGET UPDATE

Library Finance Director George Nichols presented a brief overview and summary report of recent developments that could impact both the Library's 03/04 and 04/05 budgets (copy attached). Mr. Nichols noted that while the city's revenue picture was not completely bleak, the City did face an estimated $160 million budget shortfall next year and might still suffer additional revenue losses resulting from the State Budget's deficit. The Library's Finance Director noted that the full extent of that impact would not be clear until after the Governor had presented his budget to the legislature on January 9th. Mr. Nichols informed the Commissioners that given the Controller's revenue estimates, the Library was in a relatively fortunate position. Mr. Nichols suggested that it was likely that additional revenues due to the Library would become available during this budget year that could be allocated to fund projects such as the next Phase of the POE (Post Occupancy Evaluation) improvements to the Main Library. Mr. Nichols reported the anticipated budget to be $53.35 million noting that the Library's 04/05 Budget was due to be submitted to the Mayor's Budget Office no later than February 20th. The Library's Finance Director proposed to submit the draft Budget to the Commission for its discussion and approval at a February meeting.

Public comment on AGENDA ITEM #7 03/04 and 04/05 LIBRARY BUDGET UPDATE

An anonymous member of the public noted that the budget outlook was full of uncertainties and in a state of flux. This person noted the size of the reported budget reserve and noted that they had recalled a larger figure being previously reported. Mr. Peter Warfield commented that not a great deal of information was available but noted that the Library appeared to be luckier than other City departments. Mr. Warfield suggested that it would be helpful if the Commissioners considered and approved a list of pre-set priorities should any budget reductions be required.

Commission discussion of AGENDA ITEM #7 03/04 and 04/05 LIBRARY BUDGET UPDATE

President Higueras noted that the current report was but a snapshot of where things were at this moment in a very fluid situation and requested that the Finance Director report new information as quickly as it becomes available. In response to a question by Vice President Steiman, Mr. Nichols commented that it was very likely that there would be additional efforts to tap any unexpended Prop. E (Library Preservation Fund) reserves given the overall City budget picture. Mr. Nichols reported the current reserve at $2.2 million with an anticipated additional $1.5 million in Prop. E revenues likely this year. Commissioner Bautista suggested that the Commission consider preparing a list of Library related needs such as deferred maintenance so that all of the Prop. E funds could be allocated to Library uses rather than being left available to be appropriated for use by other City departments. President Higueras noted that there would be three Commission meetings before February 20th so that there should be time enough to receive staff reports, carefully consider needs, and establish priorities.

President Higueras call a brief recess at 6:15pm.
The Public Library Commission returned to session at 6:27pm

AGENDA ITEM #8 MAIN LIBRARY POE REPORT

Chief of the Main Library Kathy Lawhun brought the Commissioners up to date on the new signage contract and installation schedule, and other recently completed Phase 1 Main Library Post Occupancy Evaluation (POE) related projects. Ms. Lawhun then discussed aspects of the planning for the First Floor improvements in Phase 2. Deputy City Librarian Paul Underwood next discussed developments at the Library Support Services Center located at 190-9th Street.

Public comment on AGENDA ITEM #8 MAIN LIBRARY POE REPORT

Mr. Peter Warfield expressed dismay that there was no written report available on this item and inquired regarding aspects of several of the issues reported. Mr. Warfield lauded the proposed ergonomic improvements reported, citing reported Librarian's Guild concerns about repetitive stress injuries resulting from increased mouse use.

Commission discussion of AGENDA ITEM #8 MAIN LIBRARY POE REPORT

In response to a question by President Higueras, Ms. Lawhun reported that work being done by TriCo was complete and that everything would be checked out before final payment was made. President Higueras reiterated the importance of ongoing reports of key indicators on ongoing projects and asked that future report use the standard format that had been previously used. He noted this simplified the task of keeping track of progress of the many details of several ongoing projects. Deputy City Librarian Paul Underwood acknowledged that this report was brief, noting that a more complete Quarterly Report using the previous format would be available to the Commissioners in April. In response to a question by Commissioner Bautista, Mr. Underwood proposed to organize tours of 190-9th Street for Commissioners wishing to inspect the new facility.

President Higueras called Agenda Item #10 Friends of the Library Report out of order in view of the likely lengthy discussion that would occur for Agenda Item # 9, Library History Plaques.

AGENDA ITEM #10 FRIENDS OF THE LIBRARY REPORT

Martín Gómez, Executive Director of the Friends of the Library, presented a brief report on their recent activities calling attention to the Friends Annual reception to be held on January 13th and highlighting the providing of Letters of Credit in support for FF&E, (furniture. fixtures, and equipment), to constitute the 35% required Prop. 14 matching funds for Branch Library Improvement Program projects. Mr. Martín Gómez announced the end of the 23-year long business relationship between the Friends of the Library and City Arts & Lectures.

Public comment on AGENDA ITEM #10 FRIENDS OF THE LIBRARY REPORT

(None offered)

Commission discussion of AGENDA ITEM #10 FRIENDS OF THE LIBRARY REPORT

In response to a question by Commissioner Streets, Mr. Gómez reported that the business relationship with City Arts & Lectures had produced insufficient benefit for the Friends to continue the relationship and that the Friends would be undertaking to produce their own literary series in the future. In response to a query by President Higueras, Mr. Gómez confirmed that the Letters of Credit were for each branch and were intended to provide the 35% in local matching funds for FF&E (furniture, Fixtures, & equipment) required by Prop. 14, (State Library Bond Act).

AGENDA ITEM #9 LIBRARY HISTORY PLAQUES

Commissioner Steve Coulter outlined briefly the yearlong effort and contributions from a wide array of library staff, Friends of the Library, and members of the Community in developing the many drafts of the proposed Library Wall of Heroes text. Commissioner Coulter also noted the contributions of Deputy City Attorney Catharine Barnes also by his colleagues Commissioner Chin, Bautista, Steiman, as well as former Library Foundation Executive Director Sherry Thomas and Friends & Foundation Executive Director Chuck Forester. Commissioner Coulter noted that the addition of the large quotes gave the plaques added visual interest and noted several editorial and factual details that yet remained to be ironed out. Commissioner coulter reported that the plaques as a commemorative artwork were reviewed by the Mayor's Office on Disabilities and appropriate signage in various formats would be placed near the plaques with information including ways to link to the detailed web version of the history to facilitate greater accessibility. Deputy City Attorney Catharine Barnes addressed the details of the minor signage in alternative formats that would be made available as well discussed how accessibility questions related to the plaques were addressed.

Public comment on AGENDA ITEM #9 LIBRARY HISTORY PLAQUES

An anonymous member of the public expressed a preference that the initial version of the plaques be used instead of the later revisions. This person commented that they wished to go on the record supporting this proposal, suggesting that the plaques invite comment and discussion that would also invite revisionist interpretations. Mr. Peter Warfield found the effort put into the plaques commendable, commenting that words were important to libraries and anything that provided a hook that caused visitors to ask questions and inquire further was terrific. Mr. Warfield noted that flaws were inevitable and that a perfect text would not be possible to achieve, suggesting that the motion approving these plaques be specific regarding the leeway allowed in making changes and that these changes be made known to the public.

Commission discussion of AGENDA ITEM #9 LIBRARY HISTORY PLAQUES

In response to questions by President Higueras, Commissioner Coulter reported that, allowing for a final review and minor changes, the plaques could be ready for installation fairly soon. Vice President Steiman clarified that what was being requested was approval of the draft text of the proposed Library history dated January 6 with allowance for non-substantive grammatical and factual correction/clarifications. Commissioner Chin questioned the use of the "Olde English" style lettering on the enlarged quotes, suggesting that contemporary typefaces would be more readable. President Higueras suggested a professional grammarian might be the best arbitrator of that question. Commissioner Chin requested replacing a pg. 9 of text generic quotation about books, with a similar-sized quotation that spoke to and represented the Asian cultures of so many of the Library's users. Commissioner Bautista requested inclusion of a brief statement about the Library's Community Redistribution Program that had made the Library's discards available to libraries in countries around the world. Commissioner Coulter suggested that if Commissioner Chin could provide an appropriate quotation within the next week, he could replace the designated Page 9 quote with it. There followed a brief discussion among the Commissioners and with the Deputy City Attorney regarding how a motion could be crafted that would approve the placement of the Library Wall of Heroes Plaques and the proposed Library history text while allowing for the minor nonsubstantive changes to be made by delegation of discretion to Commissioner Coulter as had been discussed.

MOTION: by Commissioner Steiman, seconded by Commissioner Streets for approval of the placement and text, and associated web text of the proposed Library History Plaques with the proviso that a Page 9 quotation beginning "Within Books" would be replaced by an Asian quotation to be provided by Commissioner Chin, for addition of a sentence concerning the Library's "Community Redistribution Program", and with minor fact checking and stylistic change allowed to be added or subtracted at the discretion of Commissioner Coulter

Commissioner Bautista expressed concern that the Commission would consider approval of inclusion of unknown quotation without a public discussion of it.

ACTION: 5-1 AYE (Chin, Coulter, Higueras, Steiman, and Streets,)
NO (Bautista)

President Higueras thanked Commissioner Coulter on behalf of the Commission for undertaking and completing the difficult task of writing the Library's history.

AGENDA ITEM #11 LABOR UNION REPORT

(None presented)

AGENDA ITEM #12 NEW BUSINESS

President Higueras proposed placing on an upcoming meeting agenda a discussion of words of wisdom that the members of the Commission might wish to offer to their successors as their term in office reaches to its conclusion. President Steiman requested scheduling of an agenda item to discuss ways to defend the Library Preservation Fund (Prop. E 1994) against diversion to non-library uses in this current difficult budget cycle. Commissioner Streets raised the issue of City Attorney opinion concerning the legality of diversion of Prop. E funds to non-library related uses.

Public comment on AGENDA ITEM #12 NEW BUSINESS

An anonymous member of the public found all of the proposed topics for agenda items of value, noting the importance of preserving institutional memory and of reflective assessment of what the Commission had done. This person also agreed that it was important that Prop. E is respected. Mr. Peter Warfield thanked Commissioner Bautista for requesting that any changes in the Library History be discussed before the public and commented that he had liked the quotation being eliminated. Mr. Warfield further commented that he supported discussion of the proposed topics, noting that he believed it important that the Board of Supervisors be informed of the Commission's concerns that legality of Prop. E expenditures be maintained. Mr. Warfield also suggested that the requirement that the requester pay any costs associated with a branch library's renaming be changed so that the Library would absorb these costs.

ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Streets,)

The meeting was adjourned at 7:42pm.

Michael Housh, Commission Secretary 1/12/03

Please note: These are draft minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of January 6, 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

6 December 2001

Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, California 94102-4796

Dear Ms. Hildreth:

Sen. Milton Marks consistently championed public libraries in California during his long political career, and it is no more than fitting that libraries establish a permanent tribute to this great public servant. I would like to propose that one of the branch libraries of the San Francisco Public Library should have this designation, as Senator Marks represented San Francisco in the state legislature for almost forty years.

Milton Marks was a committed and humanistic elected official politician who treated his constituents as individuals and not part of a demographic package. When my nephew died, he sent a handwritten note to our family, expressing his condolences, and I know that he sent out hundreds—if not thousands—of similar notes of bereavement to others. He attended weddings, funerals, bar mitzvahs, baptisms, anniversary parties, store openings, and just about every other kind of gathering in the city he represented.

He was a third-generation San Franciscan, having been born here in 1920. He graduated from Stanford University and served in the U.S. Army in the Philippines during World War II. He worked his way through law school after the war, taking evening classes and earning his law degree in 1949. He was first elected to the California Assembly in 1958 as a Republican. He left the legislature in 1966, appointed to the municipal bench by Gov. Edmund G. Brown in 1966. He remained on the bench for only a year, returning to politics in 1967 to run for the state senate.

In his career in the state legislature, Senator Marks authored numerous laws, including one that created the Bay Conservation and Development Commission and another that originated the sale of "vanity" license plates to provide money for environmental purposes. He pioneered asbestos legislation that became the model for such legislation all across the nation, protecting workers and families from the deadly effects of working in areas contaminated with asbestos dust.

The main reason, however, that I feel so strongly that Milton Marks should receive this honor is that during some of the most difficult times for publicly funded libraries since the Great

Library – Courts Building P.O. Box 942837 Sacramento, CA 94237-0001

Depression, Senator Marks consistently continued to introduce and advocate legislation to provide for a statewide library bond act, regardless of the opposition he received from many of his legislative colleagues. All through the early to middle '90s, he introduced and re-introduced library bond acts in an effort to assist the capital development for new as well as existing public library facilities. He was never dissuaded from his library advocacy by any of the arguments in opposition, such as: "Why should we build new libraries when we can't keep the doors open to the ones we already have?" He had the vision to see that the economy would improve, and not only would libraries be able to keep their doors open, but they would continue to thrive in the Internet age. Further, he understood that they would need to have significant capital improvements in order to meet the needs of the citizens of the state of California. I am convinced that without his persistence through these difficult years, the library community would not have been able ultimately to see a $350-million library bond act passed when the state economy improved.

The library community he served so well should not forget this steadfast supporter of public libraries, who never forgot libraries and their needs. Naming a branch library for Milton Marks is one way we can pay tribute to a public servant who was deeply beloved by the people of San Francisco, who repeatedly returned him to the state senate through decades of unprecedented change in American politics, the years of the Nixon, Ford, Carter, Reagan, Bush, and Clinton presidential administrations. He served in the legislature during the gubernatorial terms of Edmund G. (Pat) Brown, Ronald Reagan, Jerry Brown, George Deukmejian, and Pete Wilson, an influential member of senate committees overseeing elections and reapportionment, housing and urban affairs, and natural resources and wildlife. Milton Marks was one of the people who made California the great and powerful state it is today, and for such dedicated service there can be no full or adequate tribute, but a prominent and busy branch library named for him would serve as a reminder to future generations of San Franciscans of a native son who dedicated his entire life to public service.

And not only future generations will benefit from this reminder, but the many thousands of San Franciscans who admired Milton Marks will also, I believe, welcome this gesture to honor him. His enduring popularity in the city was demonstrated in election after election. The voters repeatedly returned Milton Marks to office, whatever his party label, because they believed in him and admired his independence. Naming a branch library in his honor would acknowledge the prescience of the many thousands of San Franciscans who gave him their allegiance and their votes.

Yours sincerely,

Kevin Starr

Dr. Kevin Starr
State Librarian of California

KOS:mat:db

cc: Carolene Marks

1/6/2004

PUBLIC LIBRARY
2004-05 ESTIMATED BUDGET

REVENUE

Prop E Base	$ 55,601,006
Other	$ 875,860
LPF Reserve	$ -
Subtotal	$ 56,476,866

BUDGET

Operations (Baseline)	$ 53,363,380
Capital	$ -
Total	$ 53,363,380
Variance/Change	$ 3,113,486

PENDING BASELINE ADJUSTMENTS

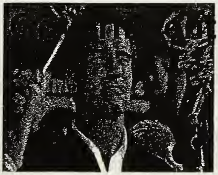
Retirement System Contribution	*$ 808,000*
Annualizations (FTE & COLA)	*$ 100,000*
Unemployment Increase	*$ 76,000*
One-Day Adjustment	*$ (128,000)*
* Health/Dental Plan Increases	$ 850,000
* Technology Refreshment	$ 300,000
* Maintenance & Repair	$ 200,000
* Misc Baseline Increases	$ 100,000
Total	$ 2,306,000
* Employee MOU Issues	**Unknown**

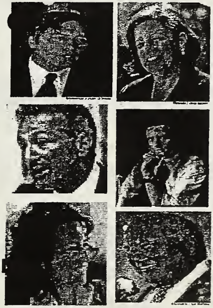
REMAINING BALANCE (Surplus/Deficit)	$ 807,486
Policy Budget Adjustments	

2004-05
Budget Workshop

San Francisco Public Library

The new face





Shift in policies,
priorities, directio

Challenges

- State & local deficits
  - Increasing costs & declining revenues
  - $10 billion State deficit
  - $100 million City deficit
- Balanced Budget
  - Budget cuts
  - Service cuts and layoffs
  - Fee increases and new fees

Topics

1) REVENUE (sources & trends)

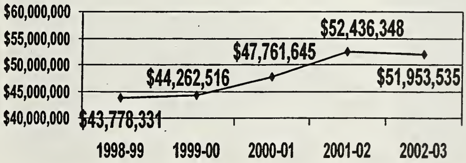
2) BUDGET (current & baseline)

3) NEXT STEPS

Revenue Sources

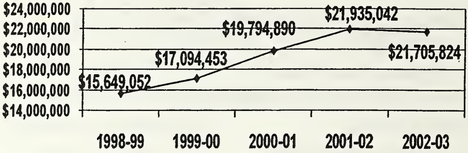
- Library Preservation Fund (Charter 16.109)
  - **Property Tax**
  - **General Fund Baseline**
- Fund Balance (LPF Reserve)
- Other Funds
  - **Fuhrman Trust Fund**
  - **State Grants**
  - **Private Gifts**

Library Preservation Fund (Actual)



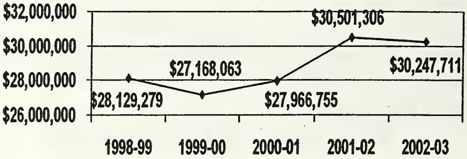
- **Increased on average by 6.3% or $2.9 million annually between 1998-99 and 2001-02.**
- **Decreased 0.9% or $483,000 in 2002-03.**

Property Tax Allocation (Actual)



- Increased on average by 11.9% or $2.1 million annually between 1998-99 and 2001-02.
- Decreased by 1% or $229,000 in 2002-03.

General Fund Baseline (Actual)

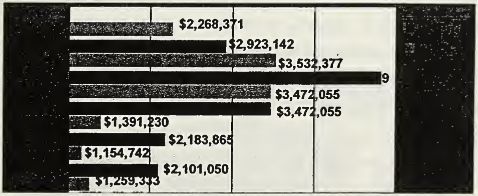


- Increased on average by 2.9% or $791,000 annually between 1998-99 and 2001-02 .
- Decreased by 0.9% or $254,000 in 2002-03.

LPF Reserve

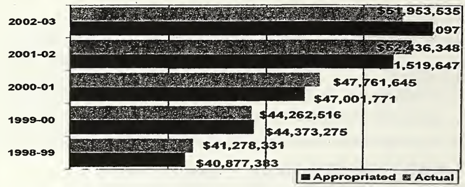
- Unappropriated balance available for appropriation (AAO or supplemental process).
- Sources
  - Property tax or GF required by Charter that exceed amounts budgeted or appropriated (annual).
  - Appropriation balances unexpended at year-end returned to the fund.
- Commission Policy – 2% to 5% reserve.
- BoS has appropriated funds for non-Library priorities. Potential for further allocations.

LPF Reserve Balance



- Change between FY start & end, reflect credits or debits when actual revenue exceeds or falls short of budgeted revenue; and debits from supplemental appropriations or credits from expenditure savings.
- Change between end of FY to start of next FY result from appropriations made from fund balance (AAO).

LPF Appropriations vs. Actual



- Actual revenue allocations exceeded budgeted revenue by $1.9 million between 1998-99 and 2001-02.

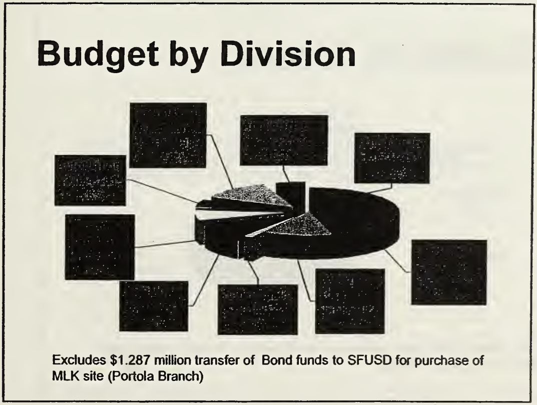
- Actual revenue allocations fell $1.5 million short of budgeted revenue in 2002-03.

General Trends

- After years of steady growth, revenue declined.
  - **2002-03 actual fell short of budget.**
- Reserve balance declining as funds are used to make up revenue shortfalls.
- Continuing uncertainty and volatility
  - **Local economy not significantly rebounding.**
  - **Tax base not expanding – revenue weaknesses.**
  - **State budget woes may lead to further cuts in local assistance and more pressure on City to make up shortfalls.**

2003-04 Budget

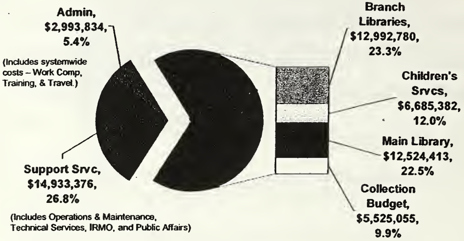
Total Operations Budget	$55,594,840
Transfer to SFUSD (BLIP)	1,287,000
Total Budget (AAO)	$56,881,840
FTE	617.16



Budget by Division

Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

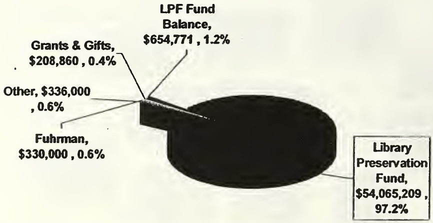
Budget by Program



(Includes systemwide costs – Work Comp, Training, & Travel.)

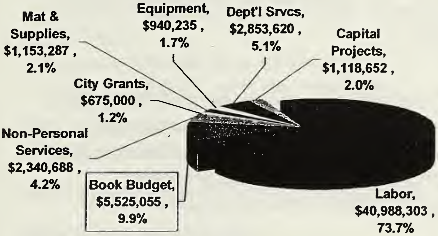
(Includes Operations & Maintenance, Technical Services, IRMO, and Public Affairs)

Budget by Source



Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch).

Budget by Category



Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

Baseline Budget

Baseline Budget

- Budget necessary to maintain staffing, programs, and services at their current levels.

- CY budget less one-time cost items plus non-discretionary cost increases (e.g., MOU adjustments, rate adjustments for health benefit plans and workers compensation; and annualized costs).

Baseline Budget

2003-04 Budget	$ 54,065,209	$ 654,771	$ 874,860	$ 55,594,840
Baseline Adjustments				
Equipment	$ (378,329)	$ (16,771)		$ (395,100)
Branch Telephone Projects	$ (270,000)			$ (270,000)
190 - 9th Street	$ (148,652)			$ (148,652)
SFUSD Libraries	$ (362,000)	$ (138,000)		$ (500,000)
Neighborhood Lib Fac.	$ -	$ (500,000)		$ (500,000)
2004-05 Baseline Budget	$ 52,906,228	$ -	$ 874,860	$ 53,781,088
Change	$ (1,158,981)	$ (654,771)	$ -	$ (1,813,752)

Nondiscretionary Increases (Unknown)

Non-discretionary increases include MOU adjustments, health plan and work comp adjustments, and annualized costs.

Baseline Increases (Nondiscretionary)

- Healthcare
  - Increased $462,000 or 14.5% from PY
- Work Comp
  - Increased $183,000 or 39.1% from PY.
  - AB227 & SB228 will drive rate reductions.
- MOU adjustments (potential)
  - Restoration of City paid retirement
- Annualized Costs (full-year adjustments)
- Salary Step adjustments

Discretionary Adjustments

- Strategic Plan Priorities
  - Collection Budget
  - Equipment (new and replacement)
  - Technology Projects
  - RFID
  - Capital Improvements
  - Workload/Staffing
  - Restructure or re-engineer services

Budget policy decisions. Funded if there is money from baseline sources or LPF reserves. Subject to approval by the Library Commission.

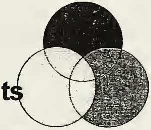
Capital Improvements

1. Branch Library Improvement Program
   - Bond sale and appropriation?
2. Main Library POE projects
3. Other Capital Improvements

Next Steps

1. Controller issues revenue forecast and technical budget instructions.
2. Mayor issues budget policy instructions.
3. Determine cost of baseline adjustments.
4. Develop and discuss policy options with Commission.
   a) Dependent on baseline cost increases and available revenue.
5. Regular reports to the Commission until budget is submitted/passed.

- **Public Comment**
- **Questions & Comments**



Memorandum

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Richmond Branch Naming in Memory of the late Senator Milton Marks
Date: December 1, 2003

The Library Commission is being asked to take action on the naming of the Richmond Branch Library in memory of the late Senator Milton Marks. I wanted to summarize the background of this request for the Commission and members of the public.

Background
In December 2001, I received a letter from State Librarian Dr. Kevin Starr outlining in detail the accomplishments of the late Senator Milton Marks and recommending that the Richmond Branch Library be named in memory of him. Although there had been informal discussion regarding this concept, this was the first official correspondence that I received on the matter.

On February 11, 2002, the Board of Supervisors passed the attached resolution "…..urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State". Over the last several years, the Library Commission has received over 20 letters and a petition with 22 names in support of the proposed renaming.

The renaming was officially discussed at the Library Commission on December 3, 2002. In accordance with the attached Library Facilities Naming Policy, the Library scheduled a public meeting in the Richmond neighborhood to obtain direct neighborhood testimony.

In cooperation with Supervisor Jake McGoldrick's office, the Library co-sponsored a Townhall meeting in District 1 on Saturday, October 25, 2003. Testimony was taken on the proposed renaming; and there were 26 speakers in support of the proposal and one against the proposal. Please see the attached meeting report.

Required action
The Library Facilities Naming Policy states that "…after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and, upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library…". The official name would be the Richmond – Senator Milton Marks Branch Library.

FILE NO. RESOLUTION NO.

[Renaming of Richmond Branch Library in honor of Milton Marks.]

Resolution urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State.

WHEREAS, Senator Milton Marks was a committed, warm, and endearing public servant who treated his constituents as real people and not simply as potential votes in a reelection effort; and

WHEREAS, Senator Marks was a third generation San Franciscan, having been born in the City in 1920, who graduated from Stanford University and served in the U.S. Army in the Philippines during World War II; and

WHEREAS, Senator Marks worked his way through law school after the war, taking evening classes and earning his law degree in 1949; and

WHEREAS, Senator Marks was first elected to the California Assembly in 1958, as a Republican, and was subsequently returned to the legislature until 1966; and

WHEREAS, Senator Marks was appointed in 1966 as a judge of the Municipal Court by Governor Edmund G. Brown, where he served with distinction; and

WHEREAS, Senator Marks returned to politics in 1967, running for and winning a seat in the California Senate where he served until his retirement in 1996, ending a 38-year career as a California lawmaker; and

WHEREAS, Senator Milton Marks consistently and tirelessly championed the cause of public libraries during his long and illustrious career in the California legislature, advocating year after year for a statewide library bond act, slowly building support for this concept so that it was well accepted as a potential funding mechanism when the state economy improved and such a bond initiative became feasible; and

WHEREAS, the successful passage by the voters of state library bond initiatives can be largely attributed to the long years of advocacy in favor of such funding by Senator Marks; and

WHEREAS, it is the policy of the San Francisco Public Library that the name of an individual may be added to the geographic name of a specific library where there are compelling reasons making such an honor appropriate; and

WHEREAS, the policy in question states that the "person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership . . . to improve and benefit the library in substantial ways; and

WHEREAS, the Library's policy on such renaming specifies that the "naming of a library for a person is a rarity and that the dedication and service to the library [of the person so honored] is recognized as rare, unique and of the highest quality"; and

WHEREAS, such a name change request should reflect the spirit of the library's mission of free and equal access to information to all; and

WHEREAS, it is abundantly clear that the resolve and dedication of Senator Milton Marks to the cause of adequate financing for libraries in San Francisco and the rest of the state meet and exceed the criteria set out in the San Francisco Public Library's Branch Naming Policy; now, therefore, be it

RESOLVED, That the Board of Supervisors Urges the Library Commission to give full consideration to a request to rename the Richmond Branch Library as the Richmond – Senator Milton Marks Branch Library.

Library Facilities Naming Policy — Policy #601

Section: Facilities
Adopted: June '96
Revised: June 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name. This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the San Francisco Public Library system or the library facility in question over a great span of time;

- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;

- the proposed honoree should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;

- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.

3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.

5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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ommissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

REPORT ON THE OCTOBER 25, 2003 RICHMOND NEIGHBORHOOD COMMUNITY MEETING.

A community meeting called in accordance with requirements of the Library's Facilities Naming Policy was held at the Richmond Recreation Center on October 25, 2003 to gather direct neighborhood testimony on the proposed renaming of the Richmond Branch Library as the Richmond- Senator Milton Marks Branch Library.

The meeting was called to order at 10:15am by District 1 Supervisor Jake McGoldrick, who made a brief statement lauding the contributions of the late State Senator Milton Marks before introducing City Librarian Susan Hildreth. Ms. Hildreth welcomed the participants and informed them that the Library Commission would consider the proposed renaming at its December 4, 2003 regular meeting. The City Librarian then introduced Library Commission President Charles A. Higueras, A.I.A.. President Higueras presented a short overview of the Library Commission's policy concerning naming library facilities, emphasizing the very high standards required for someone to be honored with the addition of their name to that of a branch library and noting that the voice of the community would be given a critically important role in the Library Commission's deliberations concerning any change in the branch library's name.

PUBLIC TESTIMONY

Public testimony was offered in support of renaming the Richmond Branch Library by: Mr. David Heller, Geary Merchants Association; Mr. Walter Johnson, Secretary/Treasurer, San Francisco Labor Council; Mr. Bruce Oca, Richmond Neighborhood disabled activist; Father George Twigg, St. Anne's Home; San Francisco Ethics Commissioner Bob Planthold; Ms. Barbara Berman; and Mr. Jim Salinas.

Testifying in opposition was Ms. Nancy May, who preferred that branch libraries be identified only by their geographical name.

Additional testimony in support of renaming the Richmond Branch Library was offered by: Jack Anderson; Native American activist Nicki Arnold; Mr. Paul Kotec, who reported the Richmond Review's support for the renaming; Ms. Ernestine White; Ms. Jane McLaughlin; Rev. James Patt, Kimochi; Dr. William Jaffee; Dr. Stephen Louie, Asian Community Agency; Sonnie Merritt; former Supervisor John Bardis; Ms. Jean Lynch; Assemblyman Mark Leno; Mr. Peter Winkelstein; Ms. Michelle Jester; Ms. Alinda Simpson; Mr. Peter Warfield; Mr. Fred Sanchez, San Francisco Fire Department; Mr. Ben Gardiner, Past President Stonewall Gay Democratic Club; Mr. Rocha Conquilla, Richmond Community Association; and Mrs. Carolene Marks. Mrs. Marks noted that December 4th would be the 5th anniversary of Senator Marks' passing.

The community testimony portion of the Richmond Town Hall Meeting on Library issues concluded at 11:28am.

Michael Housh, Commission Secretary 12/1/03

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Corrections to Proposition 14 Applications
Date: December 4, 2003

In working with the Office of the Budget Analyst in preparing reports on these applications for the Finance Committee, I found one item that required correction in all applications before Board consideration and submittal to the State in January. The corrections are as follows:

I found that the amounts for the City contribution of the matching share as currently noted on the applications are incorrect. This information is found on page 26 of each project application, under "Sources of Local Matching Funds, line 31) City". This does not change the total for the "Local Matching Funds", page 26, line 30. I have included in the following chart the amount submitted to the Board on 11/25/03 and the correct amount.

Project	Amount submitted 11/25/03	Correct Amount
Ingleside	$1,894,983	$1,865,277
Ortega	$1,918,325	$1,941,550
Portola	$1,645,849	$1,668,582
Richmond	$2,507,603	$2,947,606
Visitacion Valley	$2,815,633	$2,842,356

Also, I found that the ineligible costs for the Ingleside project were incorrectly entered. The State allows only the appraised value of the land as the eligible cost for the Proposition 14 application. The appraised value of the Ingleside site at its current zoning is $1,680,000, which was entered correctly as an eligible cost. The estimated value at its future zoning as a result of the proposed Balboa Park Station Area Plan is $2,147,000. The City paid $1,850,000 for the site; therefore $170,000 of that cost is ineligible for State reimbursement. The ineligible land costs were not shown on the draft submitted to the Commission on 11/20/03. The changes appear under "Library Project Budget", page 25, lines 5 and 28 and on page 26, line 38.

I am attached corrected pages for your information.

Ingleside

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

			Eligible	Ineligible
1)	New Construction	>	$ 1,634,800	$ 0
2)	Remodeling Construction	>	$ 0	$ 0
3)	Contingency	>	$ 163,480	$ 0
4)	Appraised Value of Building	>	$ 0	$ 0
5)	Appraised Value of Land	>	$ 1,680,000	$ 170,000
6)	Site Development	>	$ 320,000	$ 0
7)	Site Demolition	>	$ 84,000	$ 0
8)	Site Permits & Fees	>	$ 65,980	$ 0
9)	Site Option to Purchase Agreement	>	$ 0	$ 0
10)	Furnishings & Equipment Costs	>	$ 727,100	$ 0
11)	Signage	>	$ 59,200	$ 0
12)	Architectural & Engineering Costs	>	$ 578,800	$ 0
13)	Construction Cost Estimator Fees	>	$ 14,300	$ 0
14)	Interior Designer Fees	>	$ 18,700	$ 0
15)	Geotechnical/Geohazard Reports	>	$ 9,550	$ 0
16)	Hazardous Materials Consultant Fees	>	$ 74,600	$ 0
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies	>	$ 45,200	$ 0
18)	Library Consultant Fee	>	$ 24,400	$ 0
19)	Construction Project Management	>	$ 170,450	$ 0
20)	Other Professional Fees	>	$ 84,250	$ 0
21)	Local Project Administration Costs	>	$ 17,410	$ 0
22)	Works of Art	>	$ 0	$ 36,230
23)	Relocation Costs & Moving Costs	>	$ 0	$ 10,000
24)	Acquisition of Library Materials	>	$ 0	$
25)	Other (Specify):	>	$ 0	$ 0
26)	Other (Specify):	>	$ 0	$ 0
27)	Other (Specify):	>	$ 0	$ 0
28)	**TOTAL PROJECT COSTS:**	>	**$ 5,772,220**	**$ 216,230**

Ingleside

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		$ 3,751,943
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*		$ 2,020,277
	Sources of Local Matching Funds:		
	31) City	$ 1,865,277	
	32) County	$	
	33) Special District	$	
	34) Private	$ 155,000	
	35) Other (Specify):	$	
36)	Local Credits [Land[2] and A&E Fees]		$
37)	Adjusted Local Match [Line 30 minus Line 36]		$ 2,020,277
38)	Supplemental Local Funds [Same as Line 28 ineligible]		$ 216,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		**$ 5,988,450**

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES	INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	$ 100,381	$ 290,070
2. Facilities Costs	$	$ 25,778
Insurance		
Maintenance [Including Custodial, Trash, Landscaping, etc.]		
Security		
Utilities		
Other (Specify):		
3. Equipment & Supplies Costs	$ 4,000	$ 2,500
Equipment		
Supplies		
4. Materials	$ 25,000	$ 50,000
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
5. Other Allocations (As applicable to the proposed project)	$	$ 26,994
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify):		
6. Miscellaneous (Other)	$	$ 0
7. TOTAL EXPENDITURES:	$ 129,381	$ 395,342

Ortega

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		$ 3,921,450
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***		$ 2,111,550
	Sources of Local Matching Funds:		
	31) City	$ 1,941,550	
	32) County	$	
	33) Special District	$	
	34) Private	$ 170,000	
	35) Other (Specify): ________	$	
36)	Local Credits [Land[2] and A&E Fees]		$
37)	Adjusted Local Match [Line 30 minus Line 36]		$ 2,111,550
38)	Supplemental Local Funds [Same as Line 28 ineligible]		$ 87,500
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		**$ 6,120,500**

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES	INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	$ 53,135	$ 499,926
2. Facilities Costs	$	$ 35,920
Insurance		
Maintenance [Including Custodial, Trash, Landscaping, etc.]		
Security		
Utilities		
Other (Specify): ________		
3. Equipment & Supplies Costs	$ 5,000	$ 3,000
Equipment		
Supplies		
4. Materials	$ 25,000	$ 85,000
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
5. Other Allocations (As applicable to the proposed project)	$	$ 26,944
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify): ________		
6. Miscellaneous (Other)	$	$ 0
7. TOTAL EXPENDITURES:	$ 83,135	$ 650,790

Portola

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)........		>	$ 3,340,223
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29)........ ***[Must also equal the total of Lines 31 - 35]***		>	$ 1,798,582
	Sources of Local Matching Funds:			
	31) City........ >	$ 1,668,582		
	32) County........ >	$		
	33) Special District........ >	$		
	34) Private........ >	$ 130,000		
	35) Other (Specify): ______ >	$		
36)	Local Credits [Land[2] and A&E Fees]........		>	$
37)	Adjusted Local Match [Line 30 minus Line 36]........		>	$ 1,798,582
38)	Supplemental Local Funds [Same as Line 28 ineligible]........		>	$ 46,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]........		>	**$ 5,185,035**

[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. **Salaries/Benefits**	>	$ 102,395	$ 292,230
2. **Facilities Costs** Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify): ______	>	$	$ 26,623
3. **Equipment & Supplies Costs** Equipment Supplies	>	$ 4,000	$ 2,500
4. **Materials** Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	>	$ 25,000	$ 50,000
5. **Other Allocations** (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify): ______	>	$	$ 26,994
6. **Miscellaneous (Other)**	>	$	$ 0
7. **TOTAL EXPENDITURES:**	>	$ 131,395	$ 398,347

Richmond

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		> $ 5,958,841
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*		> $ 3,208,606
	Sources of Local Matching Funds:		
31)	City	> $ 2,947,606	
32)	County	> $	
33)	Special District	> $	
34)	Private	> $ 261,000	
35)	Other (Specify):	> $	
36)	Local Credits [Land[2] and A&E Fees]		> $ 0
37)	Adjusted Local Match [Line 30 minus Line 36]		> $ 3,208,606
38)	Supplemental Local Funds [Same as Line 28 ineligible]		> $ 56,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		> $ 9,223,677

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[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$	$
2. Facilities Costs Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify):	>	$	$
3. Equipment & Supplies Costs Equipment Supplies	>	$	$
4. Materials Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	>	$	$
5. Other Allocations (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	>	$	$
6. Miscellaneous (Other)	>	$	$
7. TOTAL EXPENDITURES:	>	$	$

Visitacion Valley

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)		> $ 5,594,375
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***		> $ 3,012,356
	Sources of Local Matching Funds:		
	31) City	> $ 2,842,356	
	32) County	> $	
	33) Special District	> $	
	34) Private	> $ 170,000	
	35) Other (Specify):	> $	
36)	Local Credits [Land[2] and A&E Fees]		> $
37)	Adjusted Local Match [Line 30 minus Line 36]		> $ 3,012,356
38)	Supplemental Local Funds [Same as Line 28 ineligible]		> $ 64,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		> **$ 8,670,960**

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES	INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	> $ 103,281	$ 200,748
2. Facilities Costs Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify):	> $	$ 37,610
3. Equipment & Supplies Costs Equipment Supplies	> $ 5,000	$ 3,000
4. Materials Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	> $ 25,000	$ 50,000
5. Other Allocations (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	> $	$ 26,944
6. Miscellaneous (Other)	> $	$ 0
7. TOTAL EXPENDITURES:	> $ 133,281	$ 318,302

(1/6/04.4 Version)

"...WE...BELIEVE THAT THE DISSEMINATION OF EDUCATION AMONG PEOPLE IS THE ONLY SAFEGUARD TO REPUBLICAN LIBERTY AND GOVERNMENT, AND BELIEVING THE ESTABLISHMENT OF PUBLIC LIBRARIES TO BE THE BEST AND CHEAPEST MEANS OF EDUCATING THE PEOPLE...WE DO MOST HEARTILY APPROVE...THE ESTABLISHMENT OF A FREE LIBRARY IN THIS CITY..."

---Excerpt from the citizen resolution that led to the creation of the San Francisco Public Library, 1877

Wall of Library Heroes

A Brief History of the Library

The history of the San Francisco Public Library is in many ways the story of citizen involvement. In creating this *Wall of Library Heroes*, we focus on both institutional milestones and the work of unpaid citizen volunteers whose vision and perseverance did so much to create and shape this institution.

We have selected items big and small, positive and negative, which we believe reflect the dynamic, complex history of the Library system. Not every detail or every individual who influenced the Library's history is listed here. This history highlights the work of private citizens and civic leaders who championed its cause.

We also salute the many talented staff whose dedication has enriched the Library system in countless ways over the past 126 years. Their accomplishments, while not specifically chronicled here, are reflected in the outstanding collections and programs the public enjoys today.

A more detailed version of this history is available via our electronic archive, *SFPL History*.

1877
A group of **San Francisco citizens** meet to urge the creation of a public library. They also recommend a special tax to fund it. The project is initiated by cable car inventor **Andrew Hallidie** and State Senator **George H. Rogers**.

1878
Governor **William Irwin** signs the Rogers Act that authorizes cities to establish a free public library, governed by Trustees, and levy a property tax for a Library Fund to support it.

1879
The Trustees hire the first City Librarian, **Albert Hart**, who begins work without pay. The first Trustees include Andrew Hallidie and ten other mostly self-made men including a carpenter, a social radical, two lawyers and six businessmen.

The Supervisors vote to support the Library but fail to allocate sufficient funds. Supervisors also are unwilling to provide space in any publicly owned building.

On its own, the Library opens on **gifts and credit**, renting space in the theatre district on Bush Street. It is an immediate success with the public.

1880
The Supervisors hold up allocation of funds in a struggle over patronage jobs. A judge orders the funds released. The Library budget is $48,000.

1885
The Supervisors reduce Library revenues to $18,000 a year, eliminating the book budget.

1888
The Main Library moves to the Larkin Street wing of the new City Hall on a site later known as **Marshall Square** and the eventual site of the current new Main Library.

The Public Library opens its first three branches in the **Mission, North Beach** and **Potrero** districts.

1892
The **Richmond Branch** opens near Golden Gate Park.

1896
James Duval Phelan, wealthy son of one of the original Gold Rush miners, is elected Mayor. He supports the Trustees goal to construct a separate Main Library. He will become a major supporter and patron of the Library.

To help protect the Library from **patronage politics**, examinations are required for Library jobs.

1898
A new City Charter increases the tax assessment for the Library Fund, setting a minimum appropriation of $75,000. But it will take five years for the Library to actually receive the full amount.

The **Presidio Branch** opens on Fillmore Street.

1901
Mayor Phelan donates money to build a branch **South of Market** Street and announces plans to build a new Main Library and several new branches. He convinces the **Andrew Carnegie Foundation** to pledge $750,000.

The **San Francisco Labor Council** opposes the Carnegie Foundation grant because labor unions regard Carnegie as anti-labor. Supervisors disagree and vote to accept the offer although it will take years until the City is ready to use it.

Vita sine Literis, Mors Est
(Life Without Letters is Death)
---Lucius Seneca, Roman philosopher (c. 4 BC-65 AD)
San Francisco Public Library's first bookplate

1902
Businessman **Andrew J. McCreery** donates $45,000 for a branch in **Eureka Valley.**

1903
Voters approve a bond issue for a new Main Library, but bond problems and a fight over location doom the effort. The Carnegie grant remains in limbo.

Chicago architect **Daniel Burnham**, a leader in the City Beautiful movement, begins to design a master plan for San Francisco, including a Civic Center with a new library building.

1906
Burnham presents his final plan for the city's redesign.

April 18, 1906. A major **earthquake** destroys City Hall in seconds. The resulting **fire** destroys the book collection at the Main Library inside. An eyewitness said after inspecting the damage---

"there was only a thin white ash where a hundred and sixty thousand books had been."

The earthquake and fire destroy the Phelan (South of Market) and North Beach branches. Fifteen thousand items are out on loan at the time; 1,500 eventually come back, the last, a group of periodicals from the 1850s, in 1996.

1907
A temporary Main Library is built at Hayes and Franklin streets.

1909
The City begins to raise funds and consider new plans for Civic Center.

A new **Park Branch** opens near the Panhandle.

1910
Supervisors put a charter amendment on the ballot to change the *Trustees* from a self-perpetuating to an elected board. Voters turn it down. Angry, *Supervisors* cut the Library budget.

1911
Music teacher **Julius Rehn Weber** arranges to purchase the 10,000-item sheet music library from the Schirmer Music Library in Boston. Over the next decade Weber helps the Library to develop the music collection into one of the best in the country.

1912
Voters approve a bond measure for a new City Hall and Civic Center.

The Library asks the Carnegie Foundation to fulfill its 1901 pledge. Former Mayor and Library Trustee **Edward Robeson Taylor**, backed by the Labor Council, opposes accepting the Carnegie money. Library Trustees and Supervisors vote overwhelmingly to accept the funds. Opponents put the question on the ballot but voters approve the Carnegie Foundation funds.

1914
The new **Richmond Branch,** funded in part by the Carnegie Foundation grant, opens.

Architect **George W. Kelham**, who designed the Palace Hotel and is chief architect for the Panama-Pacific Exposition, wins a competition to design the city's first publicly owned, free standing Main Library. The Library will be in a formal *Beaux Arts* architectural style.

Another architect who did not win the contest charges that the design is very similar to the Detroit Public Library. The *Chronicle* states *"There has been little new in architecture in the last hundred years—that is, monumental architecture."*

1915
Ground is broken for the Main Library by Mayor **James "Sunny Jim" Rolph** and other officials.

1916

The cornerstone for the Main Library is laid, ten years after the devastating earthquake of 1906.

The **Noe Valley Branch** opens with funds from the Carnegie Foundation.

1917
By horse and wagon, books are moved into the Main Library.

February 15, 1917. The Main Library opens. Five hundred people take part in the ceremony, including former Mayor Taylor and Mayor Rolph. The building costs $1.153 million. Trustee **Joseph O'Connor** refers to the building as ***"this magnificent chaste temple of learning."***

"MAY THIS STRVCTVRE THRONED ON IMPERISHABLE BOOKS BE MAINTAINED AND CHERISHED FROM GENERATION TO GENERATION FOR THE IMPROVEMENT AND DELIGHT OF MANKIND."

----Carved in stone, old Main Library, 1917

1918
The **Sunset** and **Golden Gate Valley** branches open with funds from the Carnegie Foundation.

1920
The Main Library begins to acquire rare books at the instigation of Library Trustee **William Young**. The Library also starts collecting works from San Francisco's fine printers and binders who are gaining international stature.

1921
The Library budget is $185,000 a year.

Carnegie Foundation funds two new buildings: the **North Beach Branch** on Powell Street and the **Presidio Branch** on Sacramento Street

A new **Eureka Valley Branch** opens, replacing the McCreery Branch that was damaged in the 1906 earthquake.

1925
The **Excelsior** and **Ingleside** branches open.

1926
A report by the San Francisco Center indicates that Library children's services are under-funded and that the Library *"does not appreciate the value of assistants who are graduates of library schools."*

1927
The **Glen Park** and **Bayview** branches open.

The Library names its rare book and fine printing collection in memory of **Max J. Kuhl**, a rare book collector and the attorney for the Panama-Pacific Exhibition of 1915.

1928
The **Portola** and **Ocean View** branches open.

Trustees President James Phelan commissions an outside study of the Library. The report concludes that the Library has an excellent collection considering its near destruction in the 1906 earthquake and fire, but the Library is under-funded, and its staff is largely untrained and seriously underpaid.

1929
With the **Great Depression**, Library funding declines while the number of people using the Library skyrockets.

The **Business Branch** opens in the financial district.

1931
A new City Charter converts the Library Board of Trustees into a ***Library Commission*** appointed by the Mayor.

1932
The **Anza Branch** opens.

1933
As poor economic times continue, Mayor **Angelo Rossi** appoints a Citizens Advisory Committee that recommends major cuts in the Library budget. The book budget is cut significantly.

1935
The **Visitacion Valley Branch** opens.

1936
The **Parkside, West Portal** and **Bernal** branches open, all in rented sites.

1940
Library staff, almost entirely women, campaigns successfully for **civil service** protection.

A new **Bernal Branch** opens in a city-owned site.

Local businessman **Alfred Furhman** leaves money in his will to the Library. The bequest, still generating income as of 2003, has enabled the Library to acquire thousands of additional books and materials on economic and political subjects.

1943
Shelf space for the Main Library's collection reaches capacity.

The City seeks federal Works Progress Administration funds to build an addition to the Main Library but is unsuccessful.

Mayor **Roger Lapham** seeks federal funds for construction of ten branches but is also unsuccessful.

1945
Commission Secretary **Laurence J. Clarke** is appointed City Librarian and begins to make plans for a bond issue for an addition to the Main.

1947
On April Fools Day, Library Commissioner **Nat Schmulowitz** donates his collection on wit and humor to the Library with an endowment to buy additional books in the years ahead. The gift, named the ***Schmulowitz Wit & Humor Collection*** in his honor, eventually grows to become one of the largest of its kind in the world.

1948
A bond issue for 18 new branches and an addition to the Main Library, championed by City Librarian Clarke, fails by 12,000 votes.

1949
Citizens concerned about the future of the Library meet to form the first, short-lived *Friends of the San Francisco Public Library*. Nat Schmulowitz presides. **Dr. Charles Albert Schumate** is elected President. One of the participants, **Mary Louise Stong**, will champion the Library cause for the next half century.

> **"OUR FREE PUBLIC LIBRARY IS THE ONE INSTITUTION THAT SERVES ALL REGARDLESS OF WHO YOU ARE OR WHAT YOU DO."**
>
> **---Mary Louise Stong, friend of the Library (1920- 2002)**

1951
The new **Parkside** and **Potrero** branches open, replacing rented facilities.

1953
Voters turn down a bond issue to remodel the Main Library and make it more efficient.

1954
The **Marina Branch** opens.

1956
The **Ortega Branch** opens.

1957
Anna Waden, a City Health Department employee of modest means, leaves money in her will to construct a new branch in Bayview/Hunters Point.

The *Chronicle* runs a series of articles critical of the Library by reporter **Hale Champion**. One headline asks, *"Where are the books?"* while another article states *"Public Library a Disgrace to San Francisco."*

1958
The Library Commission retains **Emerson Greenaway**, President of the **American Library Association**, to survey San Francisco's Library and make recommendations. The report urges the City to increase Library funding, hire professionally trained staff, and, ultimately, replace the Main Library with a larger facility.

The **Merced Branch** opens.

1959
Mayor **George Christopher** appoints a ***'Committee of 50'*** prominent citizens, including **Marjorie Stern**, to examine the decline of the Library system, particularly the Main Library.

A civil grand jury reports that the Main Library is gloomy, soiled and odoriferous, a kind of skid row hostel for the homeless, and a building that is out of date. Only 1500 books were checked out from the Main Library in 1959 vs. 12,000 a year previously.

The new **North Beach Branch** opens. The old North Beach Branch, a Carnegie building on Powell Street, is renamed the **Chinatown Branch**.

1960
San Franciscans for a Better Library, a citizens group, is formed.

1961
Prominent residents meet to form another Library support group, the ***San Francisco Library League.***

The Committee of 50, San Franciscans for a Better Library and the *San Francisco Library League* join forces under a new name: ***Friends of the San Francisco Public Library.*** (See Box 1)

City Librarian **William R. Holman** makes a master's degree in library science a requirement for new librarians.

1962
A new **Eureka Valley Branch** opens.

1963
Calligrapher **Richard Harrison** donates his collection to the Library.

The Library begins pioneering efforts in the selection of children's books that celebrate diverse cultures and do not perpetuate social stereotypes. Twenty years later the ***Effie Lee Morris Historical and Research Collection of Children's Literature** is created*, honoring the Library's first Coordinator of Children's Services.

1964
The *Friends* organization holds its first **annual book sale** of donated materials. It is chaired by **Hilde Kolb** and raises $4,000 that is used to purchase rare materials for the Library. Over the years, this sale becomes the biggest in the western United States. (See Box 1)

The Main Library establishes a collection of material on **San Francisco history.**

"IN BOOKS LIES THE SOVL OF THE WHOLE PAST TIME; THE ARTICVLATED AVDIBLE VOICE OF THE PAST."

---Carved in stone, old Main Library, 1917

1965
The *Friends* lobby the City for more funds and the book budget gets a significant increase.

The Library receives the private collection of **Robert Grabhorn** on the ***History of Printing and the Development of the Book***, half of it a gift from the *Friends*.

1966
Margaret 'Mig' Mayer becomes the first Executive Director of the *Friends*. She will work behind the scenes supporting improved library services for 25 years.

The Library orders its first **Japanese** language materials for both the Main and Western Addition Branch. A special **Friends of the Japanese Collection** raises money for several years to expand the collection. The Library will eventually collect materials in over **forty languages**.

The **Western Addition Branch** opens.

The State Librarian designates San Francisco Public Library as the hub of the **Bay Area Reference Center** (BARC), one of two regional reference groups in California.

1967
City Librarian Holman resigns. The *Examiner* says Holman inherited *"one of the most infamous cultural fossils in the country"* and moved it in the direction of becoming a modern library.

The Library develops its first **African American collections** for Bayview, Western Addition, Ocean View and Ingleside branches.

1968
Marjorie Stern is appointed to the Library Commission where she will serve until 1989.

A new **Excelsior Branch** opens. Commissioner **Walter Jebe** plays an important role in its creation.

1969
San Francisco librarians organize a union, the ***Librarians Guild***, which later becomes an affiliate of **SEIU, Local 790**. The ***Library Employees Association Fund****, a separate staff association,* continues through the early 1990s.

The new **Anna E. Waden Branch**, named after its benefactor, opens in Bayview.

1971
The *Friends* donate the first **bookmobile** to serve homebound persons.

1972
New federal legislation funds the ***Early Childhood Project*** linking the Library with adults who work with children. The funds also launch ***Dial-a-Story***.

Friends members form a new organization to lobby the state and city for more funding---***Keep Libraries Alive!*** Leaders include **Sally Brunn**, **Grace Macduff Parker, Billie Pearl-Schuler**, Mary Louise Stong and Marjorie Stern.

1974
A pivotal fight develops over the development of **Marshall Square**. Library supporters hoped to use the site for a new Main Library. Mayor **Joseph Alioto**, believing Library supporters cannot raise enough private money to furnish a new Main Library, supports locating a new **Symphony Hall** on Marshall Square. Library Commission President **Ed Callanan** disagrees and Library supporters campaign against the move. With the help of Supervisors **Ron Pelosi** and **Bob Mendelsohn,** and assistance from attorney **William Coblentz**, the **Board of Education** makes a parking lot on Van Ness Avenue available for the Symphony Hall and the Library gets Marshall Square.

The Library becomes an innovator in using video and audiotapes for the **hearing and sight impaired.**

1975
A ***Performing Arts Archive*** is created and placed in the Presidio Branch through the collaboration of City Librarian **Kevin Starr** and former ballet costume designer **Russell Hartley**. In 1981 the collection moves out of the Library. In 1989 the independent ***Performing Arts Library and Museum*** is established.

The Library purchases its first children's books in the Russian language.

1976
The Library installs its first automation system to help improve circulation.

The first **children's bookmobile** is purchased.

1978
Passage of ***Proposition 13*** rolls back property taxes and seriously diminishes the City's ability to fund the Library and other public services.

Mayor **George Moscone** and Supervisor **Harvey Milk** are assassinated at City Hall. The Eureka Valley Branch is renamed in memory of Milk, a longtime Library supporter and former *Friends* Board member.

City Guides, offering free neighborhood history tours, is started in the Main Library's San Francisco History Room by **Judith Lynch**.

1979
San Francisco and **Shanghai** develop a Sister City relationship under leadership from the mayors of both cities, **Dianne Feinstein** and **Jiang Zemin**. Eventually this will include a library book exchange program between the public libraries in both cities. Library Commissioner **Ed Bransten** will play a leadership role in the exchange of thousands of donated books between the two libraries in the years ahead.

1980
City Librarian **John Frantz** threatens to close eleven branches if a proposed 20 percent budget cut is enacted. *Keep Libraries Alive!* demonstrates at City Hall. The *Friends* agree to temporarily pay the rent for the Business Branch.

The *Friends* agree to take over the popular but unbudgeted City Guides program.

1981
A budget compromise keeps all branches open.

1982
A report by Columbia University Library expert **Lowell Martin** recommends consolidation of branches to save money and improve service. The report is not well received by neighborhood activists who support branch libraries.

The *Friends* open ***Book Bay*** at Fort Mason to sell donated books and materials. The money helps fund Library projects the City could otherwise not afford.

The *Friends* and ***City Arts & Lectures***, led by **Sydney Goldstein**, launch a literary lecture series that proves popular with the reading public.

Mary Louise Stong is appointed to the Library Commission, where she will serve for the next six years.

1983
The *Friends* launch ***Project Read***, a program teaching adults how to read.

Olive "Babs" Waugh is its first director. Later, the Library will take over the program.

"YOU CANNOT UNEDUCATE THE PERSON WHO HAS LEARNED TO READ."

---United Farm Workers founder Cesar Chavez (1927-1993)

1985

Attorney **James W. Haas**, a member of the *Friends* board, convinces the group to support a master plan for the entire Civic Center that would locate a new Main Library on Marshall Square and a museum in the old Main Library building.

Mayor Feinstein expresses skepticism that Library supporters can raise the private money needed for a new building at a meeting about the master plan with City Librarian Frantz and commissioners Callanan, Stern and Stong.

Mayor Feinstein asks for a ten percent budget cut from the Library and other departments to address a budget shortfall.

1986

Mayor Feinstein appoints a task force headed by Deputy City Mayor **Peter Henschel** to develop a Civic Center master plan.

A report on Civic Center by consultants Becker and Hayes/Omni-Group criticizes the Main and calls for building a new Library next door on Marshall Square.

Hundreds meet at the Main Library on the 25th anniversary of the *Friends*. New York City Librarian **Vartan Gregorian** speaks eloquently about the need for a new Main Library.

1987

The Fire Marshal calls the Main Library a **fire hazard** and closes the stacks until 100,000 books are removed.

The *Friends* start organizing a **bond campaign** for the new Main Library. (See Box 1)

Deputy Mayor Henschel asks **Asian Art Museum** chair **Judy Wilbur** if the museum is interested in taking over the old Main Library building. The idea is controversial. The Museum Board expresses interest but makes no commitment.

Ken Dowlin, one of the nation's leading advocates for the high tech library of the future, is hired as the new City Librarian.

A second study by Becker and Hayes/Omni-Group underscores the advantages of Marshall Square for a new Library. Yet another study, this one by consultant Skidmore Owings & Merrill, recommends that the existing Main Library be used as a museum.

Mayoral candidate **Art Agnos** advocates construction of a new Main Library, saying, ***"We've had enough studies. Let's act."*** He is elected in December.

In the final weeks of her term, Mayor Feinstein sends the Board of Supervisors a series of recommendations for **Civic Center**, including building a new **Main Library on Marshall Square** and turning the old Library into a museum. Worried about winning voter approval of a bond issue over $100 million, city officials reduce the recommended bond amount by $15.5 million from construction cost estimates.

Marjorie Stern begins discussions with various business and community leaders about forming a ***Library Foundation*** to raise millions of dollars for the new Main. Many are skeptical about the likely success of such fundraising for a public library. (See Box 3)

1988

Mayor Agnos and the Board of Supervisors approve **Proposition A** that would authorize bonds to build the new Main Library and to start branch renovations. They also approve **Proposition N** that would allow the Asian Art Museum to take control of the old Main Library building.

Seventy-six percent of voters approve the bond for a new Main Library and branch renovations. Proposition N is also approved. (See Box 1)

The Asian Art Museum Board agrees to relocate to the old Main Library and leave Golden Gate Park.

Marjorie Stern leaves the Library Commission and is named ***Honorary Commissioner for Life.***

Mayor Agnos, facing a major budget shortfall, proposes cuts for various departments including the Library. A major political fight erupts between city officials and neighborhood activists over possible closure of several **neighborhood branch libraries**. Eventually only the Business Branch is closed. (See Box 1 and electronic archives)

Mel and **Charlotte Swig**, major civic and philanthropic leaders, agree to chair the fundraising campaign for the new Main Library if an experienced foundation executive such as **Martin Paley** becomes Executive Director of the *Library Foundation*. Paley agrees. (See electronic archives)

1989

A committee of 25 community leaders interviews various architects for the new Main Library and recommends two firms working in association. The City approves the recommendation and hires **Simon Martin-Vegue Winkelstein Moris** of San Francisco, and **Pei Cobb Freed & Partners** of New York City. (See Box 1)

Mig Mayer retires as Executive Director of the *Friends*.

The **Loma Prieta earthquake** severely damages the Main Library. The glass floors in the seven-level book stacks twist as the earth moves shearing into long thick shards and dumping hundreds of thousands of books on the floor. City building officials close the Library and decide that staff members cannot be ordered into such an unsafe space. **Ignoring the danger**, staff members volunteer to retrieve the books and, working with community volunteers, move the books to temporary storage space in an empty building in the Presidio that staff calls the **Carlson Stacks** in honor of Library Commissioner **Dale Carlson** who helped broker use of the building. Main Library repairs take several months.

When the Main re-opens, hundreds of people gather for a celebration, including a troupe of accordion players.

The Library forms the ***Council of Neighborhood Libraries*** to provide activists a forum to discuss library policies. (See electronic archives)

In support of freedom of speech, the Library hosts *"I am Salman Rushdie"* Day at the Main Library.

Another difficult budget year forces the Library to cut services, including updating the out-of-date and labor-intensive **card catalog.**

1990
Sheet music collector **Dorothy Starr** dies, leaving a collection of 500,000 pieces of published music. The *Friends* purchase the collection from her estate for the Library.

Design work for the new Main Library is underway. Because the City had earlier reduced the bond size by $15.5 million, officials eliminate one entire floor from the plan to stay within budget.

At the Presidio Branch, users of the **Library for the Blind** meet to decide whether to relocate to the new Main Library. After vigorous debate, community leader **Rose Resnick** makes an impassioned speech to move to the new Main Library. The group votes overwhelmingly to move.

1991
Chronicle columnist **Herb Caen** proclaims that the new Library will henceforth be known as the ***New Main***. Eventually the *New Main* periodical reading room will be named in his honor.

The *Library Foundation* organizes for the huge fundraising effort ahead.
It will be called the ***Main Campaign***.

A fundraising study by Marts and Lundy consultant **Charlie Howland** suggests that the *Library Foundation* will be unable to raise even $20 million because California is in a **recession** and the Library has **no existing donor base**. Nevertheless, Mel Swig sets the **goal** at $25 million, with an additional $5 million to start an endowment. Actions by the Foundation, Commission, various communities and individuals impact the success of the campaign.

Library Foundation Executive Director Paley believes the **democratic role** of a public library in society is key to the success of the campaign. He asks communities often ignored by major civic campaigns to take a leadership role in the *Main Campaign*. Community leaders respond with enthusiasm.

The Library Commission, believing the New Main offers a rare chance to revitalize the Library system, adopts a ***Five Year Strategic Plan*** that includes new services for traditionally underserved communities, organizing around special collections where there is broad public interest, achieving wider use of current Library resources and developing more dependable sources of revenue.

Library Commission President **Steve Coulter** advocates creating a **gay and lesbian historical archive**, the first in a public library in the U.S. At a press conference announcing its creation, author **Randy Shilts** warns the crowd:

> ***"We're losing far too many people to the AIDS epidemic—
> it's essential we not lose our history, too."***

Gay and lesbian leaders, including publisher **Sherry Thomas**, civic leaders **Alvin H. Baum, Jr.**, Coulter, **Chuck Forester, Gary Gielow, Marya Grambs, James W. Haas, James C. Hormel, Dorrwin Buck Jones, Robert W. Sass, Jan Zivic** and others work to define and shape the archive.
(See Box 3 and our electronic archives)

The Library Foundation organizes fundraising committees around special collections and the Library designates specific areas of the New Main as **Centers** for collections of community interest. (See Box 3 and our electronic archives)

The **Chinatown Branch**, the City's busiest, is scheduled to be doubled in size. A fundraising campaign for the branch, linked to the **Chinese American Center** in the Main Campaign, is organized. Community leader **Rosalyn Koo** plays a key role in both the renovations and fundraising. (See Box 3)

This effort to recruit all segments of the community in the fundraising and organizing around collections and services becomes known as the ***Affinity Group Campaign***. Around the country, other libraries and civic efforts adopt a similar model. In the years ahead, the Centers prove popular with the public and become focal points for exhibitions and special programs.
(See Box 3 and our electronic archives)

Over the next three years the *Main Campaign* astounds the skeptics and raises **$36 million** under the leadership of the Swigs, Paley and many volunteers, becoming one of the most successful campaigns in the history of American libraries.

The Main Library opens the ***"Prides & Joys"*** exhibit of rare books and fine print volumes in the collection. It is organized by printer **Andrew Hoyem**, Marjorie Stern and other book collectors and rare book enthusiasts.

Library activist Sally Brunn dies. The Noe Valley branch is named in her memory in 1992.

Labor unions help the Main building effort. The **Building and Construction Trades Council** led by **Stan Smith** agrees to tear down the old USO building on Marshall Square as a gift to the Library. During World War II, the same union built the **USO** as a gift to American soldiers.

The Library acquires several important gay and lesbian collections, including the largest private pulp fiction collection in the U.S. and the papers of the late Supervisor Harvey Milk and of **Mattachine Society** founder **Harry Hay**. (See electronic archives)

1992
Ground is broken for the New Main Library on Marshall Square. Hundreds attend the ceremony, including Mayor **Frank Jordan**. He uses the same **silver shovel** Mayor "Sunny Jim" Rolph held when ground was broken for City Hall.

The Library excavation uncovers part of the old jail and other rubble from City Hall when it collapsed in the 1906 earthquake. Also found is a wedding band, perhaps the last remains of the Yerba Buena Cemetery that once held more than 5,000 bodies and was removed in 1870.

The economy is in a recession and the Library again faces budget cuts. *Keep Libraries Alive!* campaigns for more Library funding.

Voters approve **Proposition J**, an initiative sponsored by community activists to increase the baseline spending for children's services citywide. Library funding for children's programs is increased.

1993
Philanthropist Mel Swig dies after a long illness. An endowment is created in his name.

Another difficult budget year forces the Library to trim its book budget and hours.

A major political fight erupts over moving the Victorian era ***Pioneer Monument*** that sits at the intersection of Hyde and Grove streets. The monument originally stood before the City Hall that was demolished by the 1906 earthquake. The Library Foundation pays to move the 800-ton monument to a site between what will become the Asian Art Museum and the New Main.

1994
More proposed budget cuts mean dramatically reducing hours at some branches, further reductions in the book budget and fewer staff.

Mayor Jordan removes six of seven Library Commissioners in a budget dispute.

The *Friends,* under the leadership of President **Diane Filippi,** launch a ballot initiative for dedicated Library funding to stop the boom and bust cycle of Library budgeting. When campaign funds run low, Mary Louise Stong loans the campaign money to continue the fight. **Proposition E** passes with over 70% of the vote. (See Box 1)

The Library establishes public **Internet access** and a **Library Web site** that includes an online Community Services Directory of all San Francisco government agencies, community, neighborhood, health, human service and business groups.

1995
Because of Proposition E funds, the book and materials budget triples and system open hours increase 46%. Branch libraries receive thousands of new **books** and staff begins weeding collections to make room for new materials.

The Main Library closes to the public at the end of the year. For the sixth time in its history, staff prepares to move the enormous **Main collection**, sorting through nearly a century's worth of accumulated materials. At the same time, thousands of books from the new affinity groups and the **Shanghai Sister City Collection**, long housed at the University of San Francisco Lone Mountain campus, are moved to the New Main.

As librarians pull damaged, outdated or duplicate materials from the Main collection, a **controversy erupts**, foreshadowing rough times ahead. Critics allege that the Library is disposing of large numbers of **books** instead of moving them to the new building. The Library administration defends the professional standards and judgment exercised by staff in weeding obsolete materials.

A new children's **bookmobile** begins service.

1996
Mayor **Willie L. Brown, Jr.** appoints a new Library Commission, replacing six of seven members.

Weldon Owen publishes ***A Free Library in this City,*** a history of the San Francisco Public Library by **Peter Booth Wiley**. The publisher donates the book as a gift to the Library to commemorate the years of public struggle to build the New Main Library.

In a pre-opening celebration, the Library Foundation puts up tents outside the New Main Library for a special **Family Day** event that draws 12,000 parents and children. Local celebrities, including actor **Robin Williams**, read their favorite children's stories.

Construction of the New Main Library is complete. It is one of the first major public buildings in the U.S. to incorporate many ***green building*** features. It is also the first building in San Francisco to have **talking signs** to assist sight-impaired patrons.

Several **major pieces of art** are incorporated into the building, including part of an old card catalog, a surreal spiral staircase, an electronic wall of authors, a standing mural on Latin American writers and a domed ceiling celebrating gays and lesbians through history. (See electronic archives)

April 18, 1996. The **New Main Library opens** to the public. It is ninety years to the day since the great earthquake destroyed the old City Hall and the Main Library inside. Thousands crowd Fulton Street and take part in the opening ceremonies. (See electronic archives)

Fourteen thousand people come through the building on its first day. A million visit the building in just over three months. Library staff is overwhelmed but works hard to meet the demand.

A **public debate** over the New Main erupts, often lively and sometimes shrill, and rages for months. The new seven-level library is dramatically different from the old Main in size, style, technology, open space and organization. The controversies become a national media story. (See Box 2)

For the first year, New Main Library circulation is up 71%, adult programming increases 705% and children's programming increases 224%. By the end of 1996, attendance levels out at 5,500 a day, seven days a week.

The New Main's ***Brooks Walker Patent & Trademark Center*** becomes one of five California sites designated as a federal patent depository library. It includes complete patents from 1790 to the present.

The New Main's ***Daniel E. Koshland San Francisco History Center*** contains more than 250,000 photographs dating from 1850. City records and photographs provide detail on thousands of homes and buildings.

A new budget controversy develops. City Librarian Ken Dowlin, saying that he has met many of his goals, resigns. **Kathy Page**, Chief of the Main, steps in as Acting City Librarian.

1997
The Library seeks a closer relationship with the literary community and the *Library Foundation* begins an annual ***Library Laureates*** dinner in the New Main, honoring leading authors from Northern California. Author **Amy Tan** and **U.S.** Poet Laureate **Robert Hass** co-chair the inaugural event.

The ***Wallace Stegner Environmental Center*** holds a series of public debates on environmental issues, underwritten by the Richard & Rhoda Goldman Fund. Actor **Robert Redford** attends a press conference announcing the program.

Library **computers** prove so popular with the public that time limits are necessary at peak hours.

Regina Minudri, past President of the American Library Association, is named City Librarian, the first woman to hold the post on a permanent basis.

The New Main Library begins staging a dozen **major exhibits** a year in its new exhibition spaces as well as many smaller exhibits from specific collections. One popular exhibit this year is ***Brave Little Girls,*** depicting young women heroines in children's literature.

The **American Institute of Architects** and the American Library Association present the New Main Library the *Award of Excellence for Library Architecture.*

1998
Through My Father's Eyes: Pioneers of the San Francisco Filipino Community exhibit opens at the New Main Library. The photography exhibit, featuring the work of **Richard Alvarado**, eventually becomes part of a permanent Smithsonian Institute traveling exhibit.

1999
E-mail reference service begins. The **Mission Branch** is renovated.

The *Friends* and the *Library Foundation* merge into one organization called the ***Friends and Foundation of the San Francisco Public Library.***
Margie O'Driscoll and Chuck Forester are named co-executive directors.

2000
City Librarian Minudri steps down for health reasons and Deputy City Librarian **Susan Hildreth** becomes Acting City Librarian and later permanent City Librarian.

A bond issue, **Proposition A**, is placed on the ballot after lobbying by the *Friends and Foundation.* It will build five new branches, upgrade 19 others for earthquake safety, and improve electrical systems and access for people with disabilities. City officials reduce the requested size of the bond by $10 million to $106 million. The measure passes with 74% of the vote.

The new **Ocean View Branch** opens, replacing a rented facility. Mayor Willie Brown uses budget surplus funds to pay for the building. A fundraising effort, organized by the *Friends and Foundation* and strongly supported by the neighborhood, provides furniture, fixtures and a new computer-training center.

2001
Nearly five million people visit the San Francisco Public Library system in fiscal year 2000-01, checking out 6.3 million items. Millions more use library reference material or online services. Over 182,000 children attend special programs.

2002
Mary Louise Stong, champion of public libraries for over a half-century, dies.

The *Friends and Foundation*, under new Executive Director **Martin Gomez** and Board Chair **Deborah Doyle**, begin work on a $16 million **neighborhood library campaign** for furniture, fixtures and other needs not covered by the Proposition A branch renovation bonds.

2003

The new Asian Art Museum opens in the remodeled old Main Library building.

The Library purchases property for five new City-owned branch libraries to replace rented facilities. Over the next decade, new branches are planned for construction in **Mission Bay**, **Glen Park**, **Visitacion Valley**, **Portola** and **Ingleside** and 19 existing branches will be upgraded.

The Library Commission approves creation of this ***Wall of Library Heroes*** to capture the history of the Library system and honor the many community leaders who fought for the values of a great public library. Their stories are a legacy that will inspire others. Future generations may want to add their own stories.

We acknowledge Peter Booth Wiley and his book A Free Library In This City as a key source of material used in this history. We are grateful for his help.

This project was made possible by a grant from the Friends & Foundation of the San Francisco Public Library, 2003

"THE TRVE VNIVERSITY OF THESE DAYS IS A COLLECTION OF BOOKS."

---Thomas Carlyle (1795-1881)
Carved in stone, old Main Library, 1917

Box 1

Friends of the San Francisco Public Library, 1961-62

Founding members of the Friends of the San Francisco Public Library include: *President:* Alan K. Browne. *Vice Presidents*: General Edwin L. Johnson, David Magee, Jack Pollatsek, Marjorie Stern. *Treasurer:* William Mackey. *Secretary:* Mary Louise Stong. *Board Members:* John Bransten, Mortimer and Janet Fleishhacker, Jr., Mr. and Mrs. R. Gwin Follis, Dr. and Mrs. Frank Gerbode, Mr. and Mrs. Walter Haas, Lucille Mohr, Judith Pollatsek, Mr. and Mrs. Albert Schwabacher Jr., Mrs. Nion Tucker, George and Sally Williams, Mrs. Dean Witter, Mr. and Mrs. J.D. Zellerbach.

Over the next year, the *Friends* board membership grows to include: Mildred Bell, Mrs. Donald Biggs, William Brinton, Mrs. Francis Carroll, William Coblentz, Hunt Conrad, Mrs. Richard Dakin, Mrs. Ralph Doscher, Robert Drewes, Dr. Frank Fenton, E.H. Gauer, Carlton B. Goodlett, M.D., George Johns, Gustav Knecht, Jr., Lewis Lengfeld, Mrs. Robert MacDuff, Mrs. Alfred McLaughlin, Robert Marcus, William Monihan, Eugene M. Price, Alvin Rockwell, Nat Schmulowitz.

Friends Book Sale

Leadership for the first book sale in 1964 includes Hilde Kolb who volunteered to sort and price books when the Library found it had an excess of donated materials. Richard Reinhardt, Helen Louise Weinstein and others also provided leadership. Other activists emerge over the years including Hugh Cook, Ann Grace, Erma Kuta, Joan Leaf, Leslie Luttgens, Elaine Mundy and Ken Train, among others.

Save the Branches, 1988

A plan to temporarily close some neighborhood branches because of City budget problems leads to an outpouring of support that kept neighborhood libraries open. Some of those active in the campaign include the following: Jean Amos, Ann Anderson, Judy Baston, Karen Bevelander, Miriam Blaustein, Sally Brunn, Sue Cauthen, Margaret Coughlin, Karen Crommie, Dorothy Danielson, Marcia DeHart, Ella Driscoll, Ellen Egbert, Tiffany Farr, Harriet Fielding, Barbara Gersh, Andrew Grimstad, Julie Kavanaugh, Carolyn Kleymeyer, Marty Koshuba, Lucretia Levinger, Miriam Pavis, Dr. Rose Resnick, Carol Steiman, Larry Ware, Landis Whistler and Naomi Williams.

Main Bond Campaign, 1988

The *Friends* start organizing for the anticipated Library bond in 1987. Marilyn Smulyan is hired to build grassroots support. Volunteers are recruited to build public support, including community leaders Aileen Hernandez and Joanne Foo, attorney Fred Rodriguez and labor leader Steve Neuberger of SEIU Local 790.

Once approved for the ballot, a formal bond campaign is formed. Sherry Agnos, wife of the new Mayor, and School Superintendent Ramon Cortines are honorary co-chairs. Marilyn Smulyan runs the campaign with leadership from political consultant Dick Pabich, attorney James W. Haas, Caryl Mezey, Jack Berman and help from a Franciscan brother and Tenderloin neighborhood activist, Kelly Cullen. Hundreds of others assist the campaign effort.

Designing & Building the New Main

Architects James Ingo Freed and Cathy Simon lead the design team with Project Manager Anthony Bernheim. Other members in leadership roles include City

Librarian Ken Dowlin, Library Project Director Kathy Page and Library Commission President Steve Coulter.

San Francisco's Chief Administrative Officer Rudy Nothenberg leads the building efforts for the City with the help of project managers Russ Abel and Jim Cheng.

Prop E Campaign for Library Funding, 1994

The Friends of the Library launch a successful initiative to help stabilize Library funding and face significant opposition in their campaign. Leadership includes Friends President Diane Filippi, Mary Louise Stong, Carol Steiman, Dale Carlson, City Librarian Ken Dowlin, campaign managers John Whitehurst and Robert Barnes, David Spero, pollster David Binder, and others.

Box 2

The New Main Controversy

The San Francisco Public Library is a popular institution and the dramatic differences between the old and New Main buildings thrill many but startle others. San Francisco becomes the focus of a national debate on books, technology and the role of libraries in the 21st Century.

The Criticism: The **exterior design** is too modern, there is too much open space inside and the layout is confusing. There is not enough **bookshelf space** for an expanding collection and the aggressive **weeding** of the collection for the move into the New Main was because the new space was not big enough. There is too much emphasis on **technology**, particularly computers and the new **electronic card catalog**. The old card catalog, though out of date, has information not available on the electronic catalog. **Private fundraising** is bad for a public institution and the City should provide greater taxpayer support.

The Praise: The New Main succeeds against the odds and is an inspiring **civic presence.** Private fundraising is necessary and thousands of San Franciscans gave generously, furnishing the building and expanding collections, in one of the most successful campaigns in American library history. The open space and **natural light** replace a gloomy, odiferous, inefficient old Main. The New Main has many important **green building** features and provides **easy access** and new services for **people with disabilities**. Technology, particularly the popular new electronic card catalog and web site, bring the library into the **21st Century**. The new collections better reflect the **diversity** of the City.

The Library Commission votes to maintain the old card catalog in the basement as a historical resource.

The **media** covers the debate: □ *"It will grow on us,"* writes the U.S. Poet Laureate in the *Chronicle* about the outside of the building, adding that *"inside...is* *a marvel, so deeply delicious you forget your previous ideas of what a library is."* ☐ *"An ugly modern shopping mall"* fumes a critic of the building in a newspaper article. ☐ A *"Mall for the Mind"* writes *Newsweek.* ☐ *"A Wonderment to Discover"* for people with disabilities writes the *World Institute on Disabilities.* ☐ *"The curves and twists of stairs around the rotunda are enough to make a person dizzy,"* rages one letter in the *Examiner.* ☐ *"A dynamic, light-filled space as inviting as it is joyous"* writes *Art in America.* ☐ *"A Trojan horse concealing an invasion force of private interests," writes a critic.* ☐ *"Room for Imagination in a Temple of Reason,"* headlines the *New York Times* architectural review.

The Mayor calls for a neutral **third party audit** to study some of the issues and cool tempers. Several suggestions to improve the building are adopted. An *Examiner* editorial gives this advice to all sides in this sometimes shrill debate: ***"Shush!"***

Box 3

Library Foundation & the Main Campaign, 1987-96

The initial founding members of the Foundation include: Ben Dial, James Edgar (Board President), Leslie Luttgens, Michael Mellor, Caryl and Peter Mezey, Ellen Newman, Martin Paley, Marjorie Stern (Board Founding Chair), Olive Waugh and Ann Witter. As campaign design work begins, membership expands to include: Mayor Art Agnos, Dale Carlson, Hector Chinchilla, Renee and Arthur Coleman, M.D., Steve Coulter, Carlota del Portillo, Ken Dowlin, Chuck Forester, Michael Garland, Ellen Huppert and Tatwina Lee.

Campaign co-chairs: Mel and Charlotte Swig
Honorary co-chairs: civic leader Ann G. Getty and John W. Gardner, former HEW Secretary and founder of Common Cause
Executive Directors: Martin Paley (1988-92), Sherry Thomas (1993-96)

> **"THE *'HOUSE OF THE BOOK,'* AS THOMAS JEFFERSON CALLED THE LIBRARY, SHOULD BE WORTHY OF ITS MISSION…IT SHOULD REFLECT THE PRIDE, THE CULTURE, AND THE VALUES OF THE DIVERSE COMMUNITIES IT SERVES."**
>
> **---*Main Campaign* brochure, 1991**

Affinity Group Campaign, 1991-94

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---*Main Campaign* brochure, 1991

Affinity Group Campaign, 1991-94

Numerous community leaders step forward to take part and lead the effort to develop and help fund special collections of significant community interest. Chairs of the Affinity campaigns are listed below. A full listing of committee members is in the Library's electronic archive, *SFPL History*. Donor plaques are located inside the Library.

African American Group

Co-chairs: Dr. Arthur Coleman and Renee Dorsey Coleman
A memorial fund in honor of Dr. Coleman is established in 2002.

Children's Group

Honorary Co-Chairs: Doris Fisher and Charlotte Mailliard Swig
The *Children's Center* is named in honor of the Don and Doris Fisher family, philanthropists and civic leaders.

Chinese American Group

Honorary Co-Chairs: Virginia C. Gee and Tom Hsieh
Co-Chairs: Tatwina Chinn Lee and Rosalyn Koo

Friends of the Chinatown Branch

Co-Chairs: Thomas Ng and Reverend Harry Chuck
Vice Chairs: Helen Chin and Rosalyn Koo.

Environmental Group

Co-Chairs: Lucy Blake and Jerry Tone
The *Center* is named in honor of the late Wallace Stegner, a California author and Pulitzer Prize winner.

Filipino American Group

Chair: Agaton Gualberto, M.D.

Gay & Lesbian Group

Co-Chairs: Diane Benjamin and Chuck Forester
The *Center* is named in honor of James C. Hormel, a philanthropist, civic leader and, a few years later, the first openly gay man in U.S. history to be appointed as a U.S. Ambassador.

Latino/Hispanic Group

Co-Chairs: Carlota del Portillo and Fred A. Rodriguez
The Latino/Hispanic group asks that a community meeting room, a place to bring people together, be named for their community.

□□□

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
FEB - 6 2004
SAN FRANCISCO
PUBLIC LIBRARY

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approved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, January 6, 2004
(as approved Feb. 5, 2004)

The San Francisco Public Library Commission held its regular meeting on Tuesday, January 6, 2004 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:11pm.

The following members were present: Commissioners Bautista, Chin, Coulter, Higueras, Steiman, Streets and Strobin.

AGENDA ITEM #1 RICHMOND BRANCH LIBRARY NAMING (cont'd. from Dec. 4, 2003)

President Higueras noted that Agenda item #1 was continued from the regular meeting of December 4, 2003 and announced that public comment would be taken from those who did not testify on this item at the December meeting for 2 minutes as was the time limit set at the previous meeting.

Public comment on AGENDA ITEM #1 RICHMOND BRANCH LIBRARY NAMING (cont'd. from Dec. 4, 2003)

Ms. Deborah Doyle, Chair of the Friends of the San Francisco Public Library spoke in favor of renaming the Richmond Branch Library to honor the contributions of Senator Marks in recognition and honor of his record of support for libraries and his contributions to the betterment of the community. Ms. Vicky Arno, lifelong Richmond resident and Native American, expressed her strong support for renaming the Richmond Branch Library citing Senator Marks outstanding career of public service and his particular concern for and support of American Indians. Mr. Norman Colliver, Esq., offered comments in support of renaming the Richmond Branch Library in honor of Senator Marks citing his 45 years of working closely with the Senator on projects to benefit the community. Mr. Chris Bowman, Secretary, San Francisco Republican Party, spoke in support of adding the name of Senator Milton Marks to that of the Richmond Branch Library citing his half century of service as a judge, and State Senator. Mr. John Friedlander, expressed his strong support for renaming the Richmond Branch Library in recognition of the wonderful things which Senator Marks had accomplished on behalf of the community. Mrs. Carolene Marks remarked that it had been a long road to reach this point and then cited the ways in which all of the requirements of the Library's Facilities Naming Policy had been met. Mrs. Marks then offered her thanks and that of her entire family to all of those who came forward to honor the memory of the late Senator.

Commission discussion of AGENDA ITEM #1 RICHMOND BRANCH LIBRARY NAMING (cont'd. from Dec. 4, 2003)

Commissioner Bautista recalled first meeting Senator Marks in the 1960s and cited his active involvement in countless community affairs, noting in particular his regular participation in Filipino -American community events. Commissioners Bautista observed that his way of responding to those who sought his help was more that of a concerned relative than a political office holder. Vice President Steiman noted that in her view the requirements of the Commission's Facilities Naming Policy had been met and a clear case had been made that the renaming of the Richmond Branch Library enjoyed the genuine support of the community. Commission Coulter, recalling his own experience as a legislator, noted when a former elected official was being considered for such an honor that it was important that the individual far exceed what is expected of an office holder. Commissioner Coulter noted that in the course of the yearlong discussion of this proposal it became clear that Senator Marks was an extraordinary individual who made himself accessible to everyone in the community. In particular, Commissioner Coulter found persuasive the thoughtful testimony of the Senator's son, his former Chief of Staff, and a transgender activist. Commissioner Chin lauded Senator Mark's involvement in and support for the community but maintained her view that naming Libraries and schools should be reserved for heroic figures such as Dr. Martin Luther King, Jr. or Cesar Chavez. Commissioner Coulter clarified that should the renaming proposal be approved that the original geographical and historic name on the landmark branch library building would remain unchanged with the new name noted on an interior plaque in a manner similar to that of the Noe Valley-Sally Brunn Branch Library. Vice President Steiman noted that the Commission's naming policy took into account of three kinds support that would recommend approving a name change, pointing to its basis in a desire to reflect the community's wishes and citing as example the case of the Eureka Valley-Harvey Milk Branch Library. Commissioner Bautista cited the strong neighborhood advocacy for renaming the Richmond Branch Library to honor its local son Senator Marks. President Higueras commented that the renaming process raised many issues but that it was clear that there was impressive community support for this proposal. President Higueras noted that when the Commission had revised its Facilities Naming Policy it had deliberately set the bar high but not so high that it overlooked the importance of honoring a community's memory. President Higueras noted that it was unlikely that we would again see the like of Senator Marks, who as Commissioner Coulter had noted, as an elected official must be shown to have exceeded the usual expectations of public service. President Higueras suggested that Senator Marks' welcoming of all and his efforts to bring everyone into the community exactly reflected a goal of the library to be accessible to all and to enrich all of the community. He noted that his example would be seen as a gesture to the future encouraging those using the library to follow his example of service to the community. President Higueras concluded by noting that, while he shared some of the concerns expressed, that he was supportive of the proposed renaming of the branch to honor Senator Marks.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin that the Richmond Branch Library be renamed the Richmond-Senator Milton Marks Branch Library.

ACTION: 6-1 AYE (Bautista, Coulter, Higueras, Steiman, Strobin, and Streets,)
NO (Chin)

Mrs. Marks rose to express the thanks and appreciation of her entire family for the Commission's action in honoring her late husband.

Commissioner Strobin left the meeting at 4:49pm.

President Higueras noted that Agenda Item #4 Approval of the Minutes of the special meeting of November 13, 2003 would be continued to the meeting of January 20, 2004.

AGENDA ITEM #2 PUBLIC COMMENT

An anonymous member of the public, noting that a new Mayor was about to take office' expressed thanks to the members of the Library Commission for their service. This individual urged that, after leaving office members of the Commission attend a meeting as members of the public. Mr. Peter Warfield, commenting that this may be the last meeting of this Commission, offered thanks for their service, noting that attending Commission meetings had provided an education about the library and other subjects, although not all of the lessons learned had been good.

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 6, 2003

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 6, 2003

An anonymous member of the public noted that the Commission was behind in its approval of past meeting minutes and suggested that these minutes were reported in a manner that avoided discussion of controversies. This person noted that they believed that comments attributed to the City Librarian, Commissioner Coulter, and Commissioner Chin regarding public comments offered in opposition to the Library's Prop. 14 applications in Sacramento were inaccurately y reported as were this person own remarks critical of Supervisor Daly. Mr. Peter Warfield observed that the minutes obliterated history, citing comments he had offered concerning the issue of RFID in the Library's Strategic Plan, his praise for Commissioners who proposed cautionary changes in the plan language, and the lack of report of the City Librarian's comments concerning an enlightening conference call about the scoring of the Library's Prop. 14 (State Library Bond Act) applications.

COMMISSION discussion of AGENDA ITEM # 3 APPROVAL OF THE MINUTES OF NOVEMBER 6, 2003

Commissioner Coulter and the City Librarian noted that they felt the minutes correctly reflected the substance of the discussion about opposition expressed in Sacramento to the Library's Prop. 14 (State Library Bond Act) applications by the two members of the public.

MOTION: by Commissioner Chin, seconded by Commissioner Steiman for approval of the Minutes of the regular meeting of November 6, 2003.

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Streets,)

Public comment on AGENDA ITEM #5 APPROVAL OF THE MINUTES OF DECEMBER 4, 2003

An anonymous member of the public noted that President Higueras was inaccurately listed as being present, that there were inaccuracies in the reporting of discussion of the Minutes, a mistaken reference to a Commission meeting on November 4th, and omissions in the Branch Library Improvement Program Manager's Report. Mr. Peter Warfield commented that his comments concerning the renaming of the Richmond Branch Library were not correctly reported. Mr. Warfield suggested that his comments concerning seismic safety improvements being undertaken immediately at the Richmond Branch and President Higueras directing him to the BLIP Manager were also not properly reported.

COMMISSION discussion of AGENDA ITEM # 5 APPROVAL OF THE MINUTES OF DECMBER 4, 2003

President Higueras requested that the Secretary correct a mis-spelling of Manager in the BLIP Manager's Report titles and recalled that he had suggested that Mr. Warfield to contact Ms. Thompson to obtain responses to his detailed questions.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista for approval of the Minutes of the regular meeting of December 4, 2003 as amended.

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #6 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth presented a report on: the California Library Association (CLA) Conference, noting that she would be serving as CLA President during 2004; information on the American Library Association (ALA) Mid-Winter Conference in San Diego; a report on the 12/21/03 emergency closure of the Library system; a 2003/04 circulation statistics report; Proposition 14 (State Library Bond Act) applications revisions; and Exhibits and programs (copy attached). Prior to these remarks, Ms. Hildreth informed the Commissioners that the Library's Tool Lending Center would reopen in its previous location under its new management, the Clean City Coalition, during the week of January 19th.

Public comment on AGENDA ITEM #6 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed shock at the announced re-opening of the Tool Lending Center under a new management, suggesting that significant policy issues involved had not been discussed before the Commission, and expressing dismay that there were no details available to members of the public in writing. Mr. Peter Warfield expressed disappointment that there were no written reports of the details of the circulation statistics discussed in Ms. Hildreth's report and suggested that a written report be made available that included adjustment of the reported figures so that any differences with previous circulation reports could be understood.

Commission discussion of AGENDA ITEM #6 CITY LIBRARIAN'S REPORT

In response to a question by Vice President Steiman, the City Librarian explained how the new online system allowed for circulation figures to more accurately reflect systemwide as well as the Main Library and individual branch circulation figures. Ms. Hildreth noted that while there was an apparent drop in Main Library circulation what in fact had occurred was simply more accurate tracking and reporting of the real originating location of materials circulating throughout the system. The City Librarian promised more detailed figures would become available soon. In response to a question by President Higueras concerning safeguards against a repetition of the problems previously experienced at the Tool Lending Center, Ms. Hildreth noted that the contract had been administered through the City's RFP (request for proposals) process and proposed to present a more detailed briefing on the Tool Lending Center to the Commission at a future meeting. Ms. Hildreth also confirmed that emergency protocols were in place and were activated to respond to emergency situations such as the reported December 21st power outage but that they could stand some further improvement in light of that experience. Ms. Hildreth noted in response to a question by Commissioner Bautista that normally the Commissioners would be informed concerning any emergency situations that occurred.

AGENDA ITEM #7 03/04 and 04/05 LIBRARY BUDGET UPDATE

Library Finance Director George Nichols presented a brief overview and summary report of recent developments that could impact both the Library's 03/04 and 04/05 budgets (copy attached). Mr. Nichols noted that while the city's revenue picture was not completely bleak, the City did face an estimated $160 million budget shortfall next year and might still suffer additional revenue losses resulting from the State Budget's deficit. The Library's Finance Director noted that the full extent of that impact would not be clear until after the Governor had presented his budget to the legislature on January 9th. Mr. Nichols informed the Commissioners that given the Controller's revenue estimates, the Library was in a relatively fortunate position. Mr. Nichols suggested that it was likely that additional revenues due to the Library would become available during this budget year that could be allocated to fund projects such as the next Phase of the POE (Post Occupancy Evaluation) improvements to the Main Library. Mr. Nichols reported the anticipated budget to be $53.35 million noting that the Library's 04/05 Budget was due to be submitted to the Mayor's Budget Office no later than February 20th. The Library's Finance Director proposed to submit the draft Budget to the Commission for its discussion and approval at a February meeting.

Public comment on AGENDA ITEM #7 03/04 and 04/05 LIBRARY BUDGET UPDATE

An anonymous member of the public noted that the budget outlook was full of uncertainties and in a state of flux. This person noted the size of the reported budget reserve and noted that they had recalled a larger figure being previously reported. Mr. Peter Warfield commented that not a great deal of information was available but noted that the Library appeared to be luckier than other City departments. Mr. Warfield suggested that it would be helpful if the Commissioners considered and approved a list of pre-set priorities should any budget reductions be required.

Commission discussion of AGENDA ITEM #7 03/04 and 04/05 LIBRARY BUDGET UPDATE

President Higueras noted that the current report was but a snapshot of where things were at this moment in a very fluid situation and requested that the Finance Director report new information as quickly as it becomes available. In response to a question by Vice President Steiman, Mr. Nichols commented that it was very likely that there would be additional efforts to tap any unexpended Prop. E (Library Preservation Fund) reserves given the overall City budget picture. Mr. Nichols reported the current reserve at $2.2 million with an anticipated additional $1.5 million in Prop. E revenues likely this year. Commissioner Bautista suggested that the Commission consider preparing a list of Library related needs such as deferred maintenance so that all of the Prop. E funds could be allocated to Library uses rather than being left available to be appropriated for use by other City departments. President Higueras noted that there would be three Commission meetings before February 20th so that there should be time enough to receive staff reports, carefully consider needs, and establish priorities.

President Higueras call a brief recess at 6:15pm.
The Public Library Commission returned to session at 6:27pm

AGENDA ITEM #8 MAIN LIBRARY POE REPORT

Chief of the Main Library Kathy Lawhun brought the Commissioners up to date on the new signage contract and installation schedule, and other recently completed Phase 1 Main Library Post Occupancy Evaluation (POE) related projects. Ms. Lawhun then discussed aspects of the planning for the First Floor improvements in Phase 2. Deputy City Librarian Paul Underwood next discussed developments at the Library Support Services Center located at 190-9th Street.

Public comment on AGENDA ITEM #8 MAIN LIBRARY POE REPORT

Mr. Peter Warfield expressed dismay that there was no written report available on this item and inquired regarding aspects of several of the issues reported. Mr. Warfield lauded the proposed ergonomic improvements reported, citing reported Librarian's Guild concerns about repetitive stress injuries resulting from increased mouse use.

Commission discussion of AGENDA ITEM #8 MAIN LIBRARY POE REPORT

In response to a question by President Higueras, Ms. Lawhun reported that work being done by TriCo was complete and that everything would be checked out before final payment was made. President Higueras reiterated the importance of ongoing reports of key indicators on ongoing projects and asked that future report use the standard format that had been previously used. He noted this simplified the task of keeping track of progress of the many details of several ongoing projects. Deputy City Librarian Paul Underwood acknowledged that this report was brief, noting that a more complete Quarterly Report using the previous format would be available to the Commissioners in April. In response to a question by Commissioner Bautista, Mr. Underwood proposed to organize tours of 190-9th Street for Commissioners wishing to inspect the new facility.

President Higueras called Agenda Item #10 Friends of the Library Report out of order in view of the likely lengthy discussion that would occur for Agenda Item # 9, Library History Plaques.

AGENDA ITEM #10 FRIENDS OF THE LIBRARY REPORT

Martín Gómez, Executive Director of the Friends of the Library, presented a brief report on their recent activities calling attention to the Friends Annual reception to be held on January 13th and highlighting the providing of Letters of Credit in support for FF&E, (furniture. fixtures, and equipment), to constitute the 35% required Prop. 14 matching funds for Branch Library Improvement Program projects. Mr. Martín Gómez announced the end of the 23-year long business relationship between the Friends of the Library and City Arts & Lectures.

Public comment on AGENDA ITEM #10 FRIENDS OF THE LIBRARY REPORT

(None offered)

Commission discussion of AGENDA ITEM #10 FRIENDS OF THE LIBRARY REPORT

In response to a question by Commissioner Streets, Mr. Gómez reported that the business relationship with City Arts & Lectures had produced insufficient benefit for the Friends to continue the relationship and that the Friends would be undertaking to produce their own literary series in the future. In response to a query by President Higueras, Mr. Gómez confirmed that the Letters of Credit were for each branch and were intended to provide the 35% in local matching funds for FF&E (furniture, Fixtures, & equipment) required by Prop. 14, (State Library Bond Act).

AGENDA ITEM #9 LIBRARY HISTORY PLAQUES

Commissioner Steve Coulter outlined briefly the yearlong effort and contributions from a wide array of library staff, Friends of the Library, and members of the Community in developing the many drafts of the proposed Library Wall of Heroes text. Commissioner Coulter also noted the contributions of Deputy City Attorney Catharine Barnes also by his colleagues Commissioner Chin, Bautista, Steiman, as well as former Library Foundation Executive Director Sherry Thomas and Friends & Foundation Executive Director Chuck Forester. Commissioner Coulter noted that the addition of the large quotes gave the plaques added visual interest and noted several editorial and factual details that yet remained to be ironed out. Commissioner coulter reported that the plaques as a commemorative artwork were reviewed by the Mayor's Office on Disabilities and appropriate signage in various formats would be placed near the plaques with information including ways to link to the detailed web version of the history to facilitate greater accessibility. Deputy City Attorney Catharine Barnes addressed the details of the minor signage in alternative formats that would be made available as well discussed how accessibility questions related to the plaques were addressed.

Public comment on AGENDA ITEM #9 LIBRARY HISTORY PLAQUES

An anonymous member of the public expressed a preference that the initial version of the plaques be used instead of the later revisions. This person commented that they wished to go on the record supporting this proposal, suggesting that the plaques invite comment and discussion that would also invite revisionist interpretations. Mr. Peter Warfield found the effort put into the plaques commendable, commenting that words were important to libraries and anything that provided a hook that caused visitors to ask questions and inquire further was terrific. Mr. Warfield noted that flaws were inevitable and that a perfect text would not be possible to achieve, suggesting that the motion approving these plaques be specific regarding the leeway allowed in making changes and that these changes be made known to the public.

Commission discussion of AGENDA ITEM #9 LIBRARY HISTORY PLAQUES

In response to questions by President Higueras, Commissioner Coulter reported that, allowing for a final review and minor changes, the plaques could be ready for installation fairly soon. Vice President Steiman clarified that what was being requested was approval of the draft text of the proposed Library history dated January 6 with allowance for non-substantive grammatical and factual correction/clarifications. Commissioner Chin questioned the use of the "Olde English" style lettering on the enlarged quotes, suggesting that contemporary typefaces would be more readable. President Higueras suggested a professional grammarian might be the best arbitrator of that question. Commissioner Chin requested replacing a pg. 9 of text generic quotation about books, with a similar-sized quotation that spoke to and represented the Asian cultures of so many of the Library's users. Commissioner Bautista requested inclusion of a brief statement about the Library's Community Redistribution Program that had made the Library's discards available to libraries in countries around the world. Commissioner Coulter suggested that if Commissioner Chin could provide an appropriate quotation within the next week, he could replace the designated Page 9 quote with it. There followed a brief discussion among the Commissioners and with the Deputy City Attorney regarding how a motion could be crafted that would approve the placement of the Library Wall of Heroes Plaques and the proposed Library history text while allowing for the minor nonsubstantive changes to be made by delegation of discretion to Commissioner Coulter as had been discussed.

MOTION: by Commissioner Steiman, seconded by Commissioner Streets for approval of the placement and text, and associated web text of the proposed Library History Plaques with the proviso that a Page 9 quotation beginning "Within Books" would be replaced by an Asian quotation to be provided by Commissioner Chin, for addition of a sentence concerning the Library's "Community Redistribution Program", and with minor fact checking and stylistic change allowed to be added or subtracted at the discretion of Commissioner Coulter

Commissioner Bautista expressed concern that the Commission would consider approval of inclusion of unknown quotation without a public discussion of it.

ACTION: 5-1 AYE (Chin, Coulter, Higueras, Steiman, and Streets,)
NO (Bautista)

President Higueras thanked Commissioner Coulter on behalf of the Commission for undertaking and completing the difficult task of writing the Library's history.

AGENDA ITEM #11 LABOR UNION REPORT

(None presented)

AGENDA ITEM #12 NEW BUSINESS

President Higueras proposed placing on an upcoming meeting agenda a discussion of words of wisdom that the members of the Commission might wish to offer to their successors as their term in office reaches to its conclusion. President Steiman requested scheduling of an agenda item to discuss ways to defend the Library Preservation Fund (Prop. E 1994) against diversion to non-library uses in this current difficult budget cycle. Commissioner Streets raised the issue of City Attorney opinion concerning the legality of diversion of Prop. E funds to non-library related uses.

Public comment on AGENDA ITEM #12 NEW BUSINESS

An anonymous member of the public found all of the proposed topics for agenda items of value, noting the importance of preserving institutional memory and of reflective assessment of what the Commission had done. This person also agreed that it was important that Prop. E is respected. Mr. Peter Warfield thanked Commissioner Bautista for requesting that any changes in the Library History be discussed before the public and commented that he had liked the quotation being eliminated. Mr. Warfield further commented that he supported discussion of the proposed topics, noting that he believed it important that the Board of Supervisors be informed of the Commission's concerns that legality of Prop. E expenditures be maintained. Mr. Warfield also suggested that the requirement that the requester pay any costs associated with a branch library's renaming be changed so that the Library would absorb these costs.

ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Streets,)

The meeting was adjourned at 7:42pm.

Michael Housh, Commission Secretary 2/6/04

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of January 6, 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

6 December 2001

Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, California 94102-4796

Dear Ms. Hildreth:

Sen. Milton Marks consistently championed public libraries in California during his long political career, and it is no more than fitting that libraries establish a permanent tribute to this great public servant. I would like to propose that one of the branch libraries of the San Francisco Public Library should have this designation, as Senator Marks represented San Francisco in the state legislature for almost forty years.

Milton Marks was a committed and humanistic elected official politician who treated his constituents as individuals and not part of a demographic package. When my nephew died, he sent a handwritten note to our family, expressing his condolences, and I know that he sent out hundreds—if not thousands—of similar notes of bereavement to others. He attended weddings, funerals, bar mitzvahs, baptisms, anniversary parties, store openings, and just about every other kind of gathering in the city he represented.

He was a third-generation San Franciscan, having been born here in 1920. He graduated from Stanford University and served in the U.S. Army in the Philippines during World War II. He worked his way through law school after the war, taking evening classes and earning his law degree in 1949. He was first elected to the California Assembly in 1958 as a Republican. He left the legislature in 1966, appointed to the municipal bench by Gov. Edmund G. Brown in 1966. He remained on the bench for only a year, returning to politics in 1967 to run for the state senate.

In his career in the state legislature, Senator Marks authored numerous laws, including one that created the Bay Conservation and Development Commission and another that originated the sale of "vanity" license plates to provide money for environmental purposes. He pioneered asbestos legislation that became the model for such legislation all across the nation, protecting workers and families from the deadly effects of working in areas contaminated with asbestos dust.

The main reason, however, that I feel so strongly that Milton Marks should receive this honor is that during some of the most difficult times for publicly funded libraries since the Great

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

Depression, Senator Marks consistently continued to introduce and advocate legislation to provide for a statewide library bond act, regardless of the opposition he received from many of his legislative colleagues. All through the early to middle '90s, he introduced and reintroduced library bond acts in an effort to assist the capital development for new as well as existing public library facilities. He was never dissuaded from his library advocacy by any of the arguments in opposition, such as: "Why should we build new libraries when we can't keep the doors open to the ones we already have?" He had the vision to see that the economy would improve, and not only would libraries be able to keep their doors open, but they would continue to thrive in the Internet age. Further, he understood that they would need to have significant capital improvements in order to meet the needs of the citizens of the state of California. I am convinced that without his persistence through these difficult years, the library community would not have been able ultimately to see a $350-million library bond act passed when the state economy improved.

The library community he served so well should not forget this steadfast supporter of public libraries, who never forgot libraries and their needs. Naming a branch library for Milton Marks is one way we can pay tribute to a public servant who was deeply beloved by the people of San Francisco, who repeatedly returned him to the state senate through decades of unprecedented change in American politics, the years of the Nixon, Ford, Carter, Reagan, Bush, and Clinton presidential administrations. He served in the legislature during the gubernatorial terms of Edmund G. (Pat) Brown, Ronald Reagan, Jerry Brown, George Deukmejian, and Pete Wilson, an influential member of senate committees overseeing elections and reapportionment, housing and urban affairs, and natural resources and wildlife. Milton Marks was one of the people who made California the great and powerful state it is today, and for such dedicated service there can be no full or adequate tribute, but a prominent and busy branch library named for him would serve as a reminder to future generations of San Franciscans of a native son who dedicated his entire life to public service.

And not only future generations will benefit from this reminder, but the many thousands of San Franciscans who admired Milton Marks will also, I believe, welcome this gesture to honor him. His enduring popularity in the city was demonstrated in election after election. The voters repeatedly returned Milton Marks to office, whatever his party label, because they believed in him and admired his independence. Naming a branch library in his honor would acknowledge the prescience of the many thousands of San Franciscans who gave him their allegiance and their votes.

Yours sincerely,

Kevin Starr

Dr. Kevin Starr
State Librarian of California

KOS:mat:db

cc: Carolene Marks

1/6/2004

PUBLIC LIBRARY
2004-05 ESTIMATED BUDGET

REVENUE

Prop E Base	$ 55,601,006
Other	$ 875,860
LPF Reserve	$ -
Subtotal	$ 56,476,866

BUDGET

Operations (Baseline)	$ 53,363,380
Capital	$ -
Total	$ 53,363,380
Variance/Change	$ 3,113,486

PENDING BASELINE ADJUSTMENTS

Retirement System Contribution	*$ 808,000*
Annualizations (FTE & COLA)	*$ 100,000*
Unemployment Increase	*$ 76,000*
One-Day Adjustment	*$ (128,000)*
* Health/Dental Plan Increases	$ 850,000
* Technology Refreshment	$ 300,000
* Maintenance & Repair	$ 200,000
* Misc Baseline Increases	$ 100,000
Total	$ 2,306,000
* Employee MOU Issues	**Unknown**

REMAINING BALANCE (Surplus/Deficit)	$ 807,486
Policy Budget Adjustments	

2004-05
Budget Workshop

San Francisco Public Library

The new face

Shift in policies,
priorities, directio

Challenges

- State & local deficits
  - Increasing costs & declining revenues
  - $10 billion State deficit
  - $100 million City deficit
- Balanced Budget
  - Budget cuts
  - Service cuts and layoffs
  - Fee increases and new fees

Topics

1) REVENUE (sources & trends)

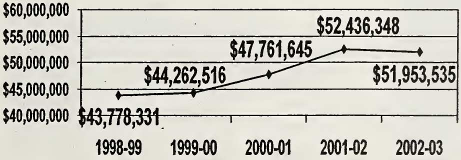
2) BUDGET (current & baseline)

3) NEXT STEPS

Revenue Sources

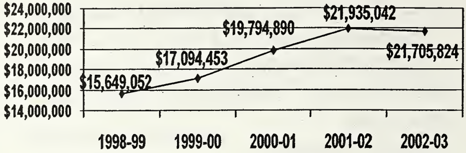
- Library Preservation Fund (Charter 16.109)
  - **Property Tax**
  - **General Fund Baseline**
- Fund Balance (LPF Reserve)
- Other Funds
  - **Fuhrman Trust Fund**
  - **State Grants**
  - **Private Gifts**

Library Preservation Fund (Actual)



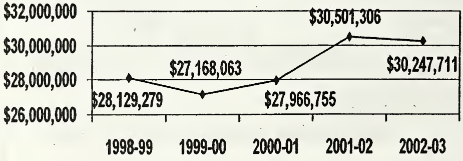
- **Increased on average by 6.3% or $2.9 million annually between 1998-99 and 2001-02.**
- **Decreased 0.9% or $483,000 in 2002-03.**

Property Tax Allocation (Actual)



- Increased on average by 11.9% or $2.1 million annually between 1998-99 and 2001-02.
- Decreased by 1% or $229,000 in 2002-03.

General Fund Baseline (Actual)

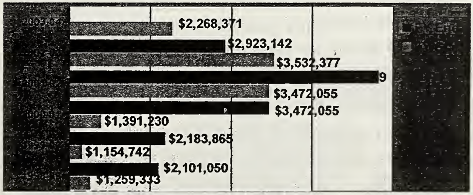


- Increased on average by 2.9% or $791,000 annually between 1998-99 and 2001-02 .
- Decreased by 0.9% or $254,000 in 2002-03.

LPF Reserve

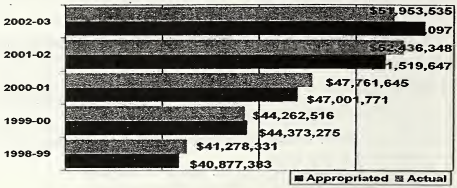
- Unappropriated balance available for appropriation (AAO or supplemental process).
- Sources
  - Property tax or GF required by Charter that exceed amounts budgeted or appropriated (annual).
  - Appropriation balances unexpended at year-end returned to the fund.
- Commission Policy – 2% to 5% reserve.
- BoS has appropriated funds for non-Library priorities. Potential for further allocations.

LPF Reserve Balance



- Change between FY start & end, reflect credits or debits when actual revenue exceeds or falls short of budgeted revenue; and debits from supplemental appropriations or credits from expenditure savings.
- Change between end of FY to start of next FY result from appropriations made from fund balance (AAO).

LPF Appropriations vs. Actual



- Actual revenue allocations exceeded budgeted revenue by $1.9 million between 1998-99 and 2001-02.

- Actual revenue allocations fell $1.5 million short of budgeted revenue in 2002-03.

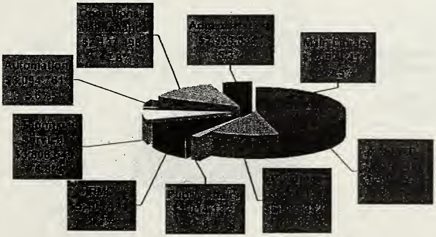
General Trends

- After years of steady growth, revenue declined.
  - **2002-03 actual fell short of budget.**
- Reserve balance declining as funds are used to make up revenue shortfalls.
- Continuing uncertainty and volatility
  - **Local economy not significantly rebounding.**
  - **Tax base not expanding – revenue weaknesses.**
  - **State budget woes may lead to further cuts in local assistance and more pressure on City to make up shortfalls.**

2003-04 Budget

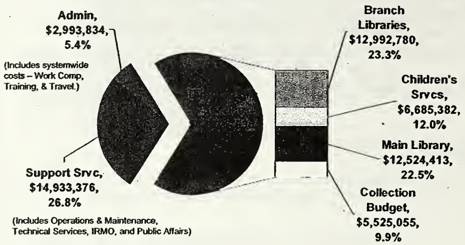
Total Operations Budget	$55,594,840
Transfer to SFUSD (BLIP)	1,287,000
Total Budget (AAO)	$56,881,840
FTE	617.16

Budget by Division

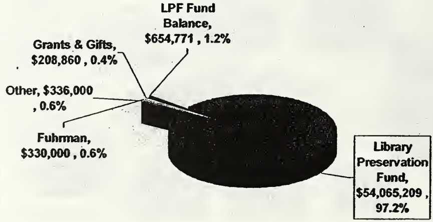


Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

Budget by Program

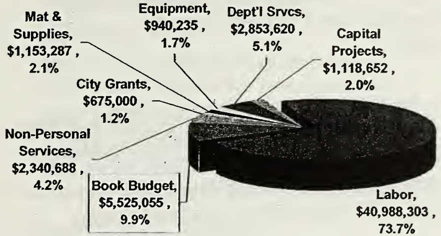


Budget by Source



Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch).

Budget by Category



Excludes $1.287 million transfer of Bond funds to SFUSD for purchase of MLK site (Portola Branch)

Baseline Budget

Baseline Budget

- Budget necessary to maintain staffing, programs, and services at their current levels.
- CY budget less one-time cost items plus non-discretionary cost increases (e.g., MOU adjustments, rate adjustments for health benefit plans and workers compensation; and annualized costs).

Baseline Budget

2003-04 Budget	$ 54,065,209	$ 654,771	$ 874,860	$ 55,594,840
Baseline Adjustments				
Equipment	$ (378,329)	$ (16,771)		$ (395,100)
Branch Telephone Projects	$ (270,000)			$ (270,000)
190 - 9th Street	$ (148,652)			$ (148,652)
SFUSD Libraries	$ (362,000)	$ (138,000)		$ (500,000)
Neighborhood Lib Fac.	$ -	$ (500,000)		$ (500,000)
2004-05 Baseline Budget	$ 52,906,228	$ -	$ 874,860	$ 53,781,088
Change	$ (1,158,981)	$ (654,771)	$ -	$ (1,813,752)

Nondiscretionary Increases (Unknown)

Non-discretionary increases include MOU adjustments, health plan and work comp adjustments, and annualized costs.

Baseline Increases (Nondiscretionary)

- Healthcare
  - Increased $462,000 or 14.5% from PY
- Work Comp
  - Increased $183,000 or 39.1% from PY.
  - AB227 & SB228 will drive rate reductions.
- MOU adjustments (potential)
  - Restoration of City paid retirement
- Annualized Costs (full-year adjustments)
- Salary Step adjustments

Discretionary Adjustments

- Strategic Plan Priorities
  - Collection Budget
  - Equipment (new and replacement)
  - Technology Projects
  - RFID
  - Capital Improvements
  - Workload/Staffing
  - Restructure or re-engineer services

Budget policy decisions. Funded if there is money from baseline sources or LPF reserves. Subject to approval by the Library Commission.

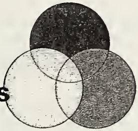
Capital Improvements

1. Branch Library Improvement Program
   - Bond sale and appropriation?
2. Main Library POE projects
3. Other Capital Improvements

Next Steps

1. Controller issues revenue forecast and technical budget instructions.
2. Mayor issues budget policy instructions.
3. Determine cost of baseline adjustments.
4. Develop and discuss policy options with Commission.
   a) Dependent on baseline cost increases and available revenue.
5. Regular reports to the Commission until budget is submitted/passed.

- **Public Comment**
- **Questions & Comments**



Memorandum

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Richmond Branch Naming in Memory of the late Senator Milton Marks
Date: December 1, 2003

The Library Commission is being asked to take action on the naming of the Richmond Branch Library in memory of the late Senator Milton Marks. I wanted to summarize the background of this request for the Commission and members of the public.

Background

In December 2001, I received a letter from State Librarian Dr. Kevin Starr outlining in detail the accomplishments of the late Senator Milton Marks and recommending that the Richmond Branch Library be named in memory of him. Although there had been informal discussion regarding this concept, this was the first official correspondence that I received on the matter.

On February 11, 2002, the Board of Supervisors passed the attached resolution "…..urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State". Over the last several years, the Library Commission has received over 20 letters and a petition with 22 names in support of the proposed renaming.

The renaming was officially discussed at the Library Commission on December 3, 2002. In accordance with the attached Library Facilities Naming Policy, the Library scheduled a public meeting in the Richmond neighborhood to obtain direct neighborhood testimony.

In cooperation with Supervisor Jake McGoldrick's office, the Library co-sponsored a Townhall meeting in District 1 on Saturday, October 25, 2003. Testimony was taken on the proposed renaming; and there were 26 speakers in support of the proposal and one against the proposal. Please see the attached meeting report.

Required action

The Library Facilities Naming Policy states that "…after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and, upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library…". The official name would be the Richmond – Senator Milton Marks Branch Library.

FILE NO. RESOLUTION NO.

[Renaming of Richmond Branch Library in honor of Milton Marks.]

Resolution urging the Library Commission to consider renaming the Richmond Branch Library in honor of Senator Milton Marks in honor of his contribution to the City and County of San Francisco and in particular to his significant contribution to the health and welfare of the public library system of the City and State.

WHEREAS, Senator Milton Marks was a committed, warm, and endearing public servant who treated his constituents as real people and not simply as potential votes in a reelection effort; and

WHEREAS, Senator Marks was a third generation San Franciscan, having been born in the City in 1920, who graduated from Stanford University and served in the U.S. Army in the Philippines during World War II; and

WHEREAS, Senator Marks worked his way through law school after the war, taking evening classes and earning his law degree in 1949; and

WHEREAS, Senator Marks was first elected to the California Assembly in 1958, as a Republican, and was subsequently returned to the legislature until 1966; and

WHEREAS, Senator Marks was appointed in 1966 as a judge of the Municipal Court by Governor Edmund G. Brown, where he served with distinction; and

WHEREAS, Senator Marks returned to politics in 1967, running for and winning a seat in the California Senate where he served until his retirement in 1996, ending a 38-year career as a California lawmaker; and

WHEREAS, Senator Milton Marks consistently and tirelessly championed the cause of public libraries during his long and illustrious career in the California legislature, advocating year after year for a statewide library bond act, slowly building support for this concept so that it was well accepted as a potential funding mechanism when the state economy improved and such a bond initiative became feasible; and

WHEREAS, the successful passage by the voters of state library bond initiatives can be largely attributed to the long years of advocacy in favor of such funding by Senator Marks; and

WHEREAS, it is the policy of the San Francisco Public Library that the name of an individual may be added to the geographic name of a specific library where there are compelling reasons making such an honor appropriate; and

WHEREAS, the policy in question states that the "person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership . . . to improve and benefit the library in substantial ways; and

WHEREAS, the Library's policy on such renaming specifies that the "naming of a library for a person is a rarity and that the dedication and service to the library [of the person so honored] is recognized as rare, unique and of the highest quality"; and

WHEREAS, such a name change request should reflect the spirit of the library's mission of free and equal access to information to all; and

WHEREAS, it is abundantly clear that the resolve and dedication of Senator Milton Marks to the cause of adequate financing for libraries in San Francisco and the rest of the state meet and exceed the criteria set out in the San Francisco Public Library's Branch Naming Policy; now, therefore, be it

RESOLVED, That the Board of Supervisors Urges the Library Commission to give full consideration to a request to rename the Richmond Branch Library as the Richmond – Senator Milton Marks Branch Library.

Library Facilities Naming Policy — Policy #601

Section: Facilities

Adopted: June '96
Revised: June 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name. This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the San Francisco Public Library system or the library facility in question over a great span of time;

- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;

- the proposed honoree should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;

- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.

3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.

5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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REPORT ON THE OCTOBER 25, 2003 RICHMOND NEIGHBORHOOD COMMUNITY MEETING.

A community meeting called in accordance with requirements of the Library's Facilities Naming Policy was held at the Richmond Recreation Center on October 25, 2003 to gather direct neighborhood testimony on the proposed renaming of the Richmond Branch Library as the Richmond- Senator Milton Marks Branch Library.

The meeting was called to order at 10:15am by District 1 Supervisor Jake McGoldrick, who made a brief statement lauding the contributions of the late State Senator Milton Marks before introducing City Librarian Susan Hildreth. Ms. Hildreth welcomed the participants and informed them that the Library Commission would consider the proposed renaming at its December 4, 2003 regular meeting. The City Librarian then introduced Library Commission President Charles A. Higueras, A.I.A.. President Higueras presented a short overview of the Library Commission's policy concerning naming library facilities, emphasizing the very high standards required for someone to be honored with the addition of their name to that of a branch library and noting that the voice of the community would be given a critically important role in the Library Commission's deliberations concerning any change in the branch library's name.

PUBLIC TESTIMONY

Public testimony was offered in support of renaming the Richmond Branch Library by: Mr. David Heller, Geary Merchants Association; Mr. Walter Johnson, Secretary/Treasurer, San Francisco Labor Council; Mr. Bruce Oca, Richmond Neighborhood disabled activist; Father George Twigg, St. Anne's Home; San Francisco Ethics Commissioner Bob Planthold; Ms. Barbara Berman; and Mr. Jim Salinas.

Testifying in opposition was Ms. Nancy May, who preferred that branch libraries be identified only by their geographical name.

Additional testimony in support of renaming the Richmond Branch Library was offered by: Jack Anderson; Native American activist Nicki Arnold; Mr. Paul Kotec, who reported the Richmond Review's support for the renaming; Ms. Ernestine White; Ms. Jane McLaughlin; Rev. James Patt, Kimochi; Dr. William Jaffee; Dr. Stephen Louie, Asian Community Agency; Sonnie Merritt; former Supervisor John Bardis; Ms. Jean Lynch; Assemblyman Mark Leno; Mr. Peter Winkelstein; Ms. Michelle Jester; Ms. Alinda Simpson; Mr. Peter Warfield; Mr. Fred Sanchez, San Francisco Fire Department; Mr. Ben Gardiner, Past President Stonewall Gay Democratic Club; Mr. Rocha Conquilla, Richmond Community Association; and Mrs. Carolene Marks. Mrs. Marks noted that December 4th would be the 5th anniversary of Senator Marks' passing.

The community testimony portion of the Richmond Town Hall Meeting on Library issues concluded at 11:28am. Michael Housh, Commission Secretary 12/1/03

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Corrections to Proposition 14 Applications
Date: December 4, 2003

In working with the Office of the Budget Analyst in preparing reports on these applications for the Finance Committee, I found one item that required correction in all applications before Board consideration and submittal to the State in January. The corrections are as follows:

I found that the amounts for the City contribution of the matching share as currently noted on the applications are incorrect. This information is found on page 26 of each project application, under "Sources of Local Matching Funds, line 31) City". This does not change the total for the "Local Matching Funds", page 26, line 30. I have included in the following chart the amount submitted to the Board on 11/25/03 and the correct amount.

Project	Amount submitted 11/25/03	Correct Amount
Ingleside	$1,894,983	$1,865,277
Ortega	$1,918,325	$1,941,550
Portola	$1,645,849	$1,668,582
Richmond	$2,507,603	$2,947,606
Visitacion Valley	$2,815,633	$2,842,356

Also, I found that the ineligible costs for the Ingleside project were incorrectly entered. The State allows only the appraised value of the land as the eligible cost for the Proposition 14 application. The appraised value of the Ingleside site at its current zoning is $1,680,000, which was entered correctly as an eligible cost. The estimated value at its future zoning as a result of the proposed Balboa Park Station Area Plan is $2,147,000. The City paid $1,850,000 for the site; therefore $170,000 of that cost is ineligible for State reimbursement. The ineligible land costs were not shown on the draft submitted to the Commission on 11/20/03. The changes appear under "Library Project Budget", page 25, lines 5 and 28 and on page 26, line 38.

I am attached corrected pages for your information.

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

		Eligible	Ineligible
1)	New Construction	$ 1,634,800	$ 0
2)	Remodeling Construction	$ 0	$ 0
3)	Contingency	$ 163,480	$ 0
4)	Appraised Value of Building	$ 0	$ 0
5)	Appraised Value of Land	$ 1,680,000	$ 170,000
6)	Site Development	$ 320,000	$ 0
7)	Site Demolition	$ 84,000	$ 0
8)	Site Permits & Fees	$ 65,980	$ 0
9)	Site Option to Purchase Agreement	$ 0	$ 0
10)	Furnishings & Equipment Costs	$ 727,100	$ 0
11)	Signage	$ 59,200	$ 0
12)	Architectural & Engineering Costs	$ 578,800	$ 0
13)	Construction Cost Estimator Fees	$ 14,300	$ 0
14)	Interior Designer Fees	$ 18,700	$ 0
15)	Geotechnical/Geohazard Reports	$ 9,550	$ 0
16)	Hazardous Materials Consultant Fees	$ 74,600	$ 0
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies	$ 45,200	$ 0
18)	Library Consultant Fee	$ 24,400	$ 0
19)	Construction Project Management	$ 170,450	$ 0
20)	Other Professional Fees	$ 84,250	$ 0
21)	Local Project Administration Costs	$ 17,410	$ 0
22)	Works of Art	$ 0	$ 36,230
23)	Relocation Costs & Moving Costs	$ 0	$ 10,000
24)	Acquisition of Library Materials	$ 0	$
25)	Other (Specify):	$ 0	$ 0
26)	Other (Specify):	$ 0	$ 0
27)	Other (Specify):	$ 0	$ 0
28)	**TOTAL PROJECT COSTS:**	$ 5,772,220	$ 216,230

Sources of Project Revenue ***(All projects except Multipurpose Projects)***

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)	>	$ 3,751,943
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***	>	$ 2,020,277

Sources of Local Matching Funds:

31)	City	>	$ 1,865,277
32)	County	>	$
33)	Special District	>	$
34)	Private	>	$ 155,000
35)	Other (Specify):	>	$

36)	Local Credits [Land[2] and A&E Fees]	>	$
37)	Adjusted Local Match [Line 30 minus Line 36]	>	$ 2,020,277
38)	Supplemental Local Funds [Same as Line 28 ineligible]	>	$ 216,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]	>	$ 5,988,450

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. **Salaries/Benefits**	>	$ 100,381	$ 290,070
2. **Facilities Costs** Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify):	>	$	$ 25,778
3. **Equipment & Supplies Costs** Equipment Supplies	>	$ 4,000	$ 2,500
4. **Materials** Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	>	$ 25,000	$ 50,000
5. **Other Allocations** (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	>	$	$ 26,994
6. **Miscellaneous (Other)**	>	$	$ 0
7. **TOTAL EXPENDITURES:**	>	$ 129,381	$ 395,342

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)	>	$ 3,921,450
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*	>	$ 2,111,550
	Sources of Local Matching Funds:		
31)	City	> $ 1,941,550	
32)	County	> $	
33)	Special District	> $	
34)	Private	> $ 170,000	
35)	Other (Specify):	> $	
36)	Local Credits [Land[2] and A&E Fees]	>	$
37)	Adjusted Local Match [Line 30 minus Line 36]	>	$ 2,111,550
38)	Supplemental Local Funds [Same as Line 28 ineligible]	>	$ 87,500
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]	>	**$ 6,120,500**

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects ***except*** *Multipurpose Projects)*

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$ 53,135	$ 499,926
2. Facilities Costs	>	$	$ 35,920
Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify):			
3. Equipment & Supplies Costs	>	$ 5,000	$ 3,000
Equipment Supplies			
4. Materials	>	$ 25,000	$ 85,000
Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$ 26,944
Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):			
. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	**$ 83,135**	**$ 650,790**

Sources of Project Revenue ***(All projects except Multipurpose Projects)***

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)			>	$ 3,340,223
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***			>	$ 1,798,582
	Sources of Local Matching Funds:				
	31) City	>	$ 1,668,582		
	32) County	>	$		
	33) Special District	>	$		
	34) Private	>	$ 130,000		
	35) Other (Specify):	>	$		
36)	Local Credits [Land[2] and A&E Fees]			>	$
37)	Adjusted Local Match [Line 30 minus Line 36]			>	$ 1,798,582
38)	Supplemental Local Funds [Same as Line 28 ineligible]			>	$ 46,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]			>	**$ 5,185,035**

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[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$ 102,395	$ 292,230
2. Facilities Costs Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify):	>	$	$ 26,623
3. Equipment & Supplies Costs Equipment Supplies	>	$ 4,000	$ 2,500
4. Materials Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	>	$ 25,000	$ 50,000
5. Other Allocations (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	>	$	$ 26,994
6. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	$ 131,395	$ 398,347

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	**State Matching Funds** (65% of Line 28[1] Eligible Costs)		$ 5,958,841
30)	**Local Matching Funds** (Line 28 Eligible Costs minus Line 29) ***[Must also equal the total of Lines 31 - 35]***		$ 3,208,606
	Sources of Local Matching Funds:		
	31) City	$ 2,947,606	
	32) County	$	
	33) Special District	$	
	34) Private	$ 261,000	
	35) Other (Specify):	$	
36)	**Local Credits** [Land[2] and A&E Fees]		$ 0
37)	**Adjusted Local Match** [Line 30 minus Line 36]		$ 3,208,606
38)	**Supplemental Local Funds** [Same as Line 28 ineligible]		$ 56,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		$ 9,223,677

[1] ***Up to a maximum of $20,000,000***

[2] ***Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]***

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES	INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	$	$
2. Facilities Costs	$	$
Insurance		
Maintenance [Including Custodial, Trash, Landscaping, etc.]		
Security		
Utilities		
Other (Specify):		
3. Equipment & Supplies Costs	$	$
Equipment		
Supplies		
4. Materials	$	$
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
5. Other Allocations (As applicable to the proposed project)	$	$
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify):		
Miscellaneous (Other)	$	$
7. TOTAL EXPENDITURES:	$	$

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)	>		$ 5,594,375
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*	>		$ 3,012,356
	Sources of Local Matching Funds:			
	31) City	>	$ 2,842,356	
	32) County	>	$	
	33) Special District	>	$	
	34) Private	>	$ 170,000	
	35) Other (Specify):	>	$	
36)	Local Credits [Land[2] and A&E Fees]	>		$
37)	Adjusted Local Match [Line 30 minus Line 36]	>		$ 3,012,356
38)	Supplemental Local Funds [Same as Line 28 ineligible]	>		$ 64,230
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]	>		**$ 8,670,960**

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects *except* *Multipurpose Projects)*

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$ 103,281	$ 200,748
2. Facilities Costs Insurance Maintenance [Including Custodial, Trash, Landscaping, etc.] Security Utilities Other (Specify):	>	$	$ 37,610
3. Equipment & Supplies Costs Equipment Supplies	>	$ 5,000	$ 3,000
4. Materials Books, AV, Magazines, & Newspapers Electronic Services & Subscriptions Other Formats	>	$ 25,000	$ 50,000
5. Other Allocations (As applicable to the proposed project) Administrative/Business Office Branch Operations Circulation Services Facilities & Capital Coordination Program Planning Technical Services Other (Specify):	>	$	$ 26,944
6. Miscellaneous (Other)	>	$	$ 0
7. TOTAL EXPENDITURES:	>	**$ 133,281**	**$ 318,302**

(1/6/04.4 Version)

"...WE...BELIEVE THAT THE DISSEMINATION OF EDUCATION AMONG PEOPLE IS THE ONLY SAFEGUARD TO REPUBLICAN LIBERTY AND GOVERNMENT, AND BELIEVING THE ESTABLISHMENT OF PUBLIC LIBRARIES TO BE THE BEST AND CHEAPEST MEANS OF EDUCATING THE PEOPLE...WE DO MOST HEARTILY APPROVE...THE ESTABLISHMENT OF A FREE LIBRARY IN THIS CITY..."

---Excerpt from the citizen resolution that led to the creation of the San Francisco Public Library, 1877

Wall of Library Heroes

A Brief History of the Library

The history of the San Francisco Public Library is in many ways the story of citizen involvement. In creating this *Wall of Library Heroes*, we focus on both institutional milestones and the work of unpaid citizen volunteers whose vision and perseverance did so much to create and shape this institution.

We have selected items big and small, positive and negative, which we believe reflect the dynamic, complex history of the Library system. Not every detail or every individual who influenced the Library's history is listed here. This history highlights the work of private citizens and civic leaders who championed its cause.

We also salute the many talented staff whose dedication has enriched the Library system in countless ways over the past 126 years. Their accomplishments, while not specifically chronicled here, are reflected in the outstanding collections and programs the public enjoys today.

A more detailed version of this history is available via our electronic archive, *SFPL History*.

1877
A group of **San Francisco citizens** meet to urge the creation of a public library. They also recommend a special tax to fund it. The project is initiated by cable car inventor **Andrew Hallidie** and State Senator **George H. Rogers**.

1878
Governor **William Irwin** signs the Rogers Act that authorizes cities to establish a free public library, governed by Trustees, and levy a property tax for a Library Fund to support it.

1879
The Trustees hire the first City Librarian, **Albert Hart**, who begins work without pay. The first Trustees include Andrew Hallidie and ten other mostly self-made men including a carpenter, a social radical, two lawyers and six businessmen.

The Supervisors vote to support the Library but fail to allocate sufficient funds. Supervisors also are unwilling to provide space in any publicly owned building.

On its own, the Library opens on **gifts and credit**, renting space in the theatre district on Bush Street. It is an immediate success with the public.

1880
The Supervisors hold up allocation of funds in a struggle over patronage jobs. A judge orders the funds released. The Library budget is $48,000.

1885
The Supervisors reduce Library revenues to $18,000 a year, eliminating the book budget.

1888
The Main Library moves to the Larkin Street wing of the new City Hall on a site later known as **Marshall Square** and the eventual site of the current new Main Library.

The Public Library opens its first three branches in the **Mission**, **North Beach** and **Potrero** districts.

1892
The **Richmond Branch** opens near Golden Gate Park.

1896
James Duval Phelan, wealthy son of one of the original Gold Rush miners, is elected Mayor. He supports the Trustees goal to construct a separate Main Library. He will become a major supporter and patron of the Library.

To help protect the Library from **patronage politics**, examinations are required for Library jobs.

1898
A new City Charter increases the tax assessment for the Library Fund, setting a minimum appropriation of $75,000. But it will take five years for the Library to actually receive the full amount.

The **Presidio Branch** opens on Fillmore Street.

1901
Mayor Phelan donates money to build a branch **South of Market** Street and announces plans to build a new Main Library and several new branches.
He convinces the **Andrew Carnegie Foundation** to pledge $750,000.

The **San Francisco Labor Council** opposes the Carnegie Foundation grant because labor unions regard Carnegie as anti-labor. Supervisors disagree and vote to accept the offer although it will take years until the City is ready to use it.

> **Vita sine Literis, Mors Est**
> **(Life Without Letters is Death)**
> **---Lucius Seneca, Roman philosopher (c. 4 BC-65 AD)**
> **San Francisco Public Library's first bookplate**

1902
Businessman **Andrew J. McCreery** donates $45,000 for a branch in **Eureka Valley.**

1903
Voters approve a bond issue for a new Main Library, but bond problems and a fight over location doom the effort. The Carnegie grant remains in limbo.

Chicago architect **Daniel Burnham**, a leader in the City Beautiful movement, begins to design a master plan for San Francisco, including a Civic Center with a new library building.

1906
Burnham presents his final plan for the city's redesign.

April 18, 1906. A major **earthquake** destroys City Hall in seconds. The resulting **fire** destroys the book collection at the Main Library inside. An eyewitness said after inspecting the damage---

> ***"there was only a thin white ash where a hundred and sixty thousand books had been."***

The earthquake and fire destroy the Phelan (South of Market) and North Beach branches. Fifteen thousand items are out on loan at the time; 1,500 eventually come back, the last, a group of periodicals from the 1850s, in 1996.

1907
A temporary Main Library is built at Hayes and Franklin streets.

1909
The City begins to raise funds and consider new plans for Civic Center.

A new **Park Branch** opens near the Panhandle.

1910
Supervisors put a charter amendment on the ballot to change the *Trustees* from a self-perpetuating to an elected board. Voters turn it down. Angry, *Supervisors* cut the Library budget.

1911
Music teacher **Julius Rehn Weber** arranges to purchase the 10,000-item sheet music library from the Schirmer Music Library in Boston. Over the next decade Weber helps the Library to develop the music collection into one of the best in the country.

1912
Voters approve a bond measure for a new City Hall and Civic Center.

The Library asks the Carnegie Foundation to fulfill its 1901 pledge. Former Mayor and Library Trustee **Edward Robeson Taylor**, backed by the Labor Council, opposes accepting the Carnegie money. Library Trustees and Supervisors vote overwhelmingly to accept the funds. Opponents put the question on the ballot but voters approve the Carnegie Foundation funds.

1914
The new **Richmond Branch,** funded in part by the Carnegie Foundation grant, opens.

Architect **George W. Kelham**, who designed the Palace Hotel and is chief architect for the Panama-Pacific Exposition, wins a competition to design the city's first publicly owned, free standing Main Library. The Library will be in a formal *Beaux Arts* architectural style.

Another architect who did not win the contest charges that the design is very similar to the Detroit Public Library. The *Chronicle* states *"There has been little new in architecture in the last hundred years—that is, monumental architecture."*

1915
Ground is broken for the Main Library by Mayor **James "Sunny Jim" Rolph** and other officials.

1916

The cornerstone for the Main Library is laid, ten years after the devastating earthquake of 1906.

The **Noe Valley Branch** opens with funds from the Carnegie Foundation.

1917
By horse and wagon, books are moved into the Main Library.

February 15, 1917. The Main Library opens. Five hundred people take part in the ceremony, including former Mayor Taylor and Mayor Rolph. The building costs $1.153 million. Trustee **Joseph O'Connor** refers to the building as ***"this magnificent chaste temple of learning."***

"MAY THIS STRVCTVRE THRONED ON IMPERISHABLE BOOKS BE MAINTAINED AND CHERISHED FROM GENERATION TO GENERATION FOR THE IMPROVEMENT AND DELIGHT OF MANKIND."

----Carved in stone, old Main Library, 1917

1918
The **Sunset** and **Golden Gate Valley** branches open with funds from the Carnegie Foundation.

1920
The Main Library begins to acquire rare books at the instigation of Library Trustee **William Young**. The Library also starts collecting works from San Francisco's fine printers and binders who are gaining international stature.

1921
The Library budget is $185,000 a year.

Carnegie Foundation funds two new buildings: the **North Beach Branch** on Powell Street and the **Presidio Branch** on Sacramento Street

A new **Eureka Valley Branch** opens, replacing the McCreery Branch that was damaged in the 1906 earthquake.

1925
The **Excelsior** and **Ingleside** branches open.

1926
A report by the San Francisco Center indicates that Library children's services are under-funded and that the Library *"does not appreciate the value of assistants who are graduates of library schools."*

1927
The **Glen Park** and **Bayview** branches open.

The Library names its rare book and fine printing collection in memory of **Max J. Kuhl**, a rare book collector and the attorney for the Panama-Pacific Exhibition of 1915.

1928
The **Portola** and **Ocean View** branches open.

Trustees President James Phelan commissions an outside study of the Library. The report concludes that the Library has an excellent collection considering its near destruction in the 1906 earthquake and fire, but the Library is under-funded, and its staff is largely untrained and seriously underpaid.

1929
With the **Great Depression**, Library funding declines while the number of people using the Library skyrockets.

The **Business Branch** opens in the financial district.

1931
A new City Charter converts the Library Board of Trustees into a ***Library Commission*** appointed by the Mayor.

1932
The **Anza Branch** opens.

1933
As poor economic times continue, Mayor **Angelo Rossi** appoints a Citizens Advisory Committee that recommends major cuts in the Library budget. The book budget is cut significantly.

1935
The **Visitacion Valley Branch** opens.

1936
The **Parkside, West Portal** and **Bernal** branches open, all in rented sites.

1940
Library staff, almost entirely women, campaigns successfully for **civil service** protection.

A new **Bernal Branch** opens in a city-owned site.

Local businessman **Alfred Furhman** leaves money in his will to the Library. The bequest, still generating income as of 2003, has enabled the Library to acquire thousands of additional books and materials on economic and political subjects.

1943
Shelf space for the Main Library's collection reaches capacity.

The City seeks federal Works Progress Administration funds to build an addition to the Main Library but is unsuccessful.

Mayor **Roger Lapham** seeks federal funds for construction of ten branches but is also unsuccessful.

1945
Commission Secretary **Laurence J. Clarke** is appointed City Librarian and begins to make plans for a bond issue for an addition to the Main.

1947
On April Fools Day, Library Commissioner **Nat Schmulowitz** donates his collection on wit and humor to the Library with an endowment to buy additional books in the years ahead. The gift, named the ***Schmulowitz Wit & Humor Collection*** in his honor, eventually grows to become one of the largest of its kind in the world.

1948
A bond issue for 18 new branches and an addition to the Main Library, championed by City Librarian Clarke, fails by 12,000 votes.

1949
Citizens concerned about the future of the Library meet to form the first, short-lived *Friends of the San Francisco Public Library*. Nat Schmulowitz presides. **Dr. Charles Albert Schumate** is elected President. One of the participants, **Mary Louise Stong**, will champion the Library cause for the next half century.

"OUR FREE PUBLIC LIBRARY IS THE ONE INSTITUTION THAT SERVES ALL REGARDLESS OF WHO YOU ARE OR WHAT YOU DO."

---Mary Louise Stong, friend of the Library (1920- 2002)

1951
The new **Parkside** and **Potrero** branches open, replacing rented facilities.

1953
Voters turn down a bond issue to remodel the Main Library and make it more efficient.

1954
The **Marina Branch** opens.

1956
The **Ortega Branch** opens.

1957
Anna Waden, a City Health Department employee of modest means, leaves money in her will to construct a new branch in Bayview/Hunters Point.

The *Chronicle* runs a series of articles critical of the Library by reporter **Hale Champion**. One headline asks, *"Where are the books?"* while another article states *"Public Library a Disgrace to San Francisco."*

1958
The Library Commission retains **Emerson Greenaway**, President of the **American Library Association**, to survey San Francisco's Library and make recommendations. The report urges the City to increase Library funding, hire professionally trained staff, and, ultimately, replace the Main Library with a larger facility.

The **Merced Branch** opens.

1959
Mayor **George Christopher** appoints a ***'Committee of 50'*** prominent citizens, including **Marjorie Stern**, to examine the decline of the Library system, particularly the Main Library.

A civil grand jury reports that the Main Library is gloomy, soiled and odoriferous, a kind of skid row hostel for the homeless, and a building that is out of date. Only 1500 books were checked out from the Main Library in 1959 vs. 12,000 a year previously.

The new **North Beach Branch** opens. The old North Beach Branch, a Carnegie building on Powell Street, is renamed the **Chinatown Branch**.

1960
San Franciscans for a Better Library, a citizens group, is formed.

1961
Prominent residents meet to form another Library support group, the ***San Francisco Library League.***

The Committee of 50, San Franciscans for a Better Library and the *San Francisco Library League* join forces under a new name: ***Friends of the San Francisco Public Library.*** (See Box 1)

City Librarian **William R. Holman** makes a master's degree in library science a requirement for new librarians.

1962
A new **Eureka Valley Branch** opens.

1963
Calligrapher **Richard Harrison** donates his collection to the Library.

The Library begins pioneering efforts in the selection of children's books that celebrate diverse cultures and do not perpetuate social stereotypes. Twenty years later the ***Effie Lee Morris Historical and Research Collection of Children's Literature*** *is created*, honoring the Library's first Coordinator of Children's Services.

1964
The *Friends* organization holds its first **annual book sale** of donated materials. It is chaired by **Hilde Kolb** and raises $4,000 that is used to purchase rare materials for the Library. Over the years, this sale becomes the biggest in the western United States. (See Box 1)

The Main Library establishes a collection of material on **San Francisco history.**

"IN BOOKS LIES THE SOVL OF THE WHOLE PAST TIME; THE ARTICVLATED AVDIBLE VOICE OF THE PAST."

---Carved in stone, old Main Library, 1917

1965
The *Friends* lobby the City for more funds and the book budget gets a significant increase.

The Library receives the private collection of **Robert Grabhorn** on the ***History of Printing and the Development of the Book***, half of it a gift from the *Friends.*

1966
Margaret 'Mig' Mayer becomes the first Executive Director of the *Friends*. She will work behind the scenes supporting improved library services for 25 years.

The Library orders its first **Japanese** language materials for both the Main and Western Addition Branch. A special **Friends of the Japanese Collection** raises money for several years to expand the collection. The Library will eventually collect materials in over **forty languages**.

The **Western Addition Branch** opens.

The State Librarian designates San Francisco Public Library as the hub of the **Bay Area Reference Center** (BARC), one of two regional reference groups in California.

1967
City Librarian Holman resigns. The *Examiner* says Holman inherited *"one of the most infamous cultural fossils in the country"* and moved it in the direction of becoming a modern library.

The Library develops its first **African American collections** for Bayview, Western Addition, Ocean View and Ingleside branches.

1968
Marjorie Stern is appointed to the Library Commission where she will serve until 1989.

A new **Excelsior Branch** opens. Commissioner **Walter Jebe** plays an important role in its creation.

1969
San Francisco librarians organize a union, the ***Librarians Guild***, which later becomes an affiliate of **SEIU, Local 790**. The ***Library Employees Association Fund****, a separate staff association,* continues through the early 1990s.

The new **Anna E. Waden Branch**, named after its benefactor, opens in Bayview.

1971
The *Friends* donate the first **bookmobile** to serve homebound persons.

1972
New federal legislation funds the ***Early Childhood Project*** linking the Library with adults who work with children. The funds also launch ***Dial-a-Story***.

Friends members form a new organization to lobby the state and city for more funding---***Keep Libraries Alive!*** Leaders include **Sally Brunn, Grace Macduff Parker, Billie Pearl-Schuler**, Mary Louise Stong and Marjorie Stern.

1974
A pivotal fight develops over the development of **Marshall Square**. Library supporters hoped to use the site for a new Main Library. Mayor **Joseph Alioto**, believing Library supporters cannot raise enough private money to furnish a new Main Library, supports locating a new **Symphony Hall** on Marshall Square. Library Commission President **Ed Callanan** disagrees and Library supporters campaign against the move. With the help of Supervisors **Ron Pelosi** and **Bob Mendelsohn,** and assistance from attorney **William Coblentz**, the **Board of Education** makes a parking lot on Van Ness Avenue available for the Symphony Hall and the Library gets Marshall Square.

The Library becomes an innovator in using video and audiotapes for the **hearing and sight impaired.**

1975
A ***Performing Arts Archive*** is created and placed in the Presidio Branch through the collaboration of City Librarian **Kevin Starr** and former ballet costume designer **Russell Hartley**. In 1981 the collection moves out of the Library. In 1989 the independent ***Performing Arts Library and Museum*** is established.

The Library purchases its first children's books in the Russian language.

1976
The Library installs its first automation system to help improve circulation.

The first **children's bookmobile** is purchased.

1978
Passage of ***Proposition 13*** rolls back property taxes and seriously diminishes the City's ability to fund the Library and other public services.

Mayor **George Moscone** and Supervisor **Harvey Milk** are assassinated at City Hall. The Eureka Valley Branch is renamed in memory of Milk, a longtime Library supporter and former *Friends* Board member.

City Guides, offering free neighborhood history tours, is started in the Main Library's San Francisco History Room by **Judith Lynch**.

1979
San Francisco and **Shanghai** develop a Sister City relationship under leadership from the mayors of both cities, **Dianne Feinstein** and **Jiang Zemin**. Eventually this will include a library book exchange program between the public libraries in both cities. Library Commissioner **Ed Bransten** will play a leadership role in the exchange of thousands of donated books between the two libraries in the years ahead.

1980
City Librarian **John Frantz** threatens to close eleven branches if a proposed 20 percent budget cut is enacted. *Keep Libraries Alive!* demonstrates at City Hall. The *Friends* agree to temporarily pay the rent for the Business Branch.

The *Friends* agree to take over the popular but unbudgeted City Guides program.

1981
A budget compromise keeps all branches open.

1982
A report by Columbia University Library expert **Lowell Martin** recommends consolidation of branches to save money and improve service. The report is not well received by neighborhood activists who support branch libraries.

The *Friends* open ***Book Bay*** at Fort Mason to sell donated books and materials. The money helps fund Library projects the City could otherwise not afford.

The *Friends* and ***City Arts & Lectures***, led by **Sydney Goldstein**, launch a literary lecture series that proves popular with the reading public.

Mary Louise Stong is appointed to the Library Commission, where she will serve for the next six years.

1983
The *Friends* launch ***Project Read***, a program teaching adults how to read.

Olive "Babs" Waugh is its first director. Later, the Library will take over the program.

"YOU CANNOT UNEDUCATE THE PERSON WHO HAS LEARNED TO READ."

---United Farm Workers founder Cesar Chavez (1927-1993)

1985

Attorney **James W. Haas**, a member of the *Friends* board, convinces the group to support a master plan for the entire Civic Center that would locate a new Main Library on Marshall Square and a museum in the old Main Library building.

Mayor Feinstein expresses skepticism that Library supporters can raise the private money needed for a new building at a meeting about the master plan with City Librarian Frantz and commissioners Callanan, Stern and Stong.

Mayor Feinstein asks for a ten percent budget cut from the Library and other departments to address a budget shortfall.

1986

Mayor Feinstein appoints a task force headed by Deputy City Mayor **Peter Henschel** to develop a Civic Center master plan.

A report on Civic Center by consultants Becker and Hayes/Omni-Group criticizes the Main and calls for building a new Library next door on Marshall Square.

Hundreds meet at the Main Library on the 25th anniversary of the *Friends*. New York City Librarian **Vartan Gregorian** speaks eloquently about the need for a new Main Library.

1987

The Fire Marshal calls the Main Library a **fire hazard** and closes the stacks until 100,000 books are removed.

The *Friends* start organizing a **bond campaign** for the new Main Library. (See Box 1)

Deputy Mayor Henschel asks **Asian Art Museum** chair **Judy Wilbur** if the museum is interested in taking over the old Main Library building. The idea is controversial. The Museum Board expresses interest but makes no commitment.

Ken Dowlin, one of the nation's leading advocates for the high tech library of the future, is hired as the new City Librarian.

A second study by Becker and Hayes/Omni-Group underscores the advantages of Marshall Square for a new Library. Yet another study, this one by consultant Skidmore Owings & Merrill, recommends that the existing Main Library be used as a museum.

Mayoral candidate **Art Agnos** advocates construction of a new Main Library, saying, ***"We've had enough studies. Let's act."*** He is elected in December.

In the final weeks of her term, Mayor Feinstein sends the Board of Supervisors a series of recommendations for **Civic Center**, including building a new **Main Library on Marshall Square** and turning the old Library into a museum. Worried about winning voter approval of a bond issue over $100 million, city officials reduce the recommended bond amount by $15.5 million from construction cost estimates.

Marjorie Stern begins discussions with various business and community leaders about forming a ***Library Foundation*** to raise millions of dollars for the new Main. Many are skeptical about the likely success of such fundraising for a public library. (See Box 3)

1988

Mayor Agnos and the Board of Supervisors approve **Proposition A** that would authorize bonds to build the new Main Library and to start branch renovations. They also approve **Proposition N** that would allow the Asian Art Museum to take control of the old Main Library building.

Seventy-six percent of voters approve the bond for a new Main Library and branch renovations. Proposition N is also approved. (See Box 1)

The Asian Art Museum Board agrees to relocate to the old Main Library and leave Golden Gate Park.

Marjorie Stern leaves the Library Commission and is named ***Honorary Commissioner for Life.***

Mayor Agnos, facing a major budget shortfall, proposes cuts for various departments including the Library. A major political fight erupts between city officials and neighborhood activists over possible closure of several **neighborhood branch libraries**. Eventually only the Business Branch is closed. (See Box 1 and electronic archives)

Mel and **Charlotte Swig**, major civic and philanthropic leaders, agree to chair the fundraising campaign for the new Main Library if an experienced foundation executive such as **Martin Paley** becomes Executive Director of the *Library Foundation*. Paley agrees. (See electronic archives)

1989

A committee of 25 community leaders interviews various architects for the new Main Library and recommends two firms working in association. The City approves the recommendation and hires **Simon Martin-Vegue Winkelstein Moris** of San Francisco, and **Pei Cobb Freed & Partners** of New York City. (See Box 1)

Mig Mayer retires as Executive Director of the *Friends.*

The **Loma Prieta earthquake** severely damages the Main Library. The glass floors in the seven-level book stacks twist as the earth moves shearing into long thick shards and dumping hundreds of thousands of books on the floor. City building officials close the Library and decide that staff members cannot be ordered into such an unsafe space. **Ignoring the danger**, staff members volunteer to retrieve the books and, working with community volunteers, move the books to temporary storage space in an empty building in the Presidio that staff calls the **Carlson Stacks** in honor of Library Commissioner **Dale Carlson** who helped broker use of the building. Main Library repairs take several months.

When the Main re-opens, hundreds of people gather for a celebration, including a troupe of accordion players.

The Library forms the ***Council of Neighborhood Libraries*** to provide activists a forum to discuss library policies. (See electronic archives)

In support of freedom of speech, the Library hosts *"I am Salman Rushdie"* Day at the Main Library.

Another difficult budget year forces the Library to cut services, including updating the out-of-date and labor-intensive **card catalog.**

1990

Sheet music collector **Dorothy Starr** dies, leaving a collection of 500,000 pieces of published music. The *Friends* purchase the collection from her estate for the Library.

Design work for the new Main Library is underway. Because the City had earlier reduced the bond size by $15.5 million, officials eliminate one entire floor from the plan to stay within budget.

At the Presidio Branch, users of the **Library for the Blind** meet to decide whether to relocate to the new Main Library. After vigorous debate, community leader **Rose Resnick** makes an impassioned speech to move to the new Main Library. The group votes overwhelmingly to move.

1991

Chronicle columnist **Herb Caen** proclaims that the new Library will henceforth be known as the ***New Main***. Eventually the *New Main* periodical reading room will be named in his honor.

The *Library Foundation* organizes for the huge fundraising effort ahead. It will be called the ***Main Campaign***.

A fundraising study by Marts and Lundy consultant **Charlie Howland** suggests that the *Library Foundation* will be unable to raise even $20 million because California is in a **recession** and the Library has **no existing donor base**. Nevertheless, Mel Swig sets the **goal** at $25 million, with an additional $5 million to start an endowment. Actions by the Foundation, Commission, various communities and individuals impact the success of the campaign.

Library Foundation Executive Director Paley believes the **democratic role** of a public library in society is key to the success of the campaign. He asks communities often ignored by major civic campaigns to take a leadership role in the *Main Campaign*. Community leaders respond with enthusiasm.

The Library Commission, believing the New Main offers a rare chance to revitalize the Library system, adopts a ***Five Year Strategic Plan*** that includes new services for traditionally underserved communities, organizing around special collections where there is broad public interest, achieving wider use of current Library resources and developing more dependable sources of revenue.

Library Commission President **Steve Coulter** advocates creating a **gay and lesbian historical archive**, the first in a public library in the U.S. At a press conference announcing its creation, author **Randy Shilts** warns the crowd:

> ***"We're losing far too many people to the AIDS epidemic—
> it's essential we not lose our history, too."***

Gay and lesbian leaders, including publisher **Sherry Thomas**, civic leaders **Alvin H. Baum, Jr.**, Coulter, **Chuck Forester**, **Gary Gielow**, **Marya Grambs, James W. Haas, James C. Hormel, Dorrwin Buck Jones**, **Robert W. Sass, Jan Zivic** and others work to define and shape the archive. (See Box 3 and our electronic archives)

The Library Foundation organizes fundraising committees around special collections and the Library designates specific areas of the New Main as **Centers** for collections of community interest. (See Box 3 and our electronic archives)

The **Chinatown Branch**, the City's busiest, is scheduled to be doubled in size. A fundraising campaign for the branch, linked to the **Chinese American Center** in the Main Campaign, is organized. Community leader **Rosalyn Koo** plays a key role in both the renovations and fundraising. (See Box 3)

This effort to recruit all segments of the community in the fundraising and organizing around collections and services becomes known as the ***Affinity Group Campaign***. Around the country, other libraries and civic efforts adopt a similar model. In the years ahead, the Centers prove popular with the public and become focal points for exhibitions and special programs. (See Box 3 and our electronic archives)

Over the next three years the *Main Campaign* astounds the skeptics and raises **$36 million** under the leadership of the Swigs, Paley and many volunteers, becoming one of the most successful campaigns in the history of American libraries.

The Main Library opens the ***"Prides & Joys"*** exhibit of rare books and fine print volumes in the collection. It is organized by printer **Andrew Hoyem,** Marjorie Stern and other book collectors and rare book enthusiasts.

Library activist Sally Brunn dies. The Noe Valley branch is named in her memory in 1992.

Labor unions help the Main building effort. The **Building and Construction Trades Council** led by **Stan Smith** agrees to tear down the old USO building on Marshall Square as a gift to the Library. During World War II, the same union built the **USO** as a gift to American soldiers.

The Library acquires several important gay and lesbian collections, including the largest private pulp fiction collection in the U.S. and the papers of the late Supervisor Harvey Milk and of **Mattachine Society** founder **Harry Hay**. (See electronic archives)

1992
Ground is broken for the New Main Library on Marshall Square. Hundreds attend the ceremony, including Mayor **Frank Jordan**. He uses the same **silver shovel** Mayor "Sunny Jim" Rolph held when ground was broken for City Hall.

The Library excavation uncovers part of the old jail and other rubble from City Hall when it collapsed in the 1906 earthquake. Also found is a wedding band, perhaps the last remains of the Yerba Buena Cemetery that once held more than 5,000 bodies and was removed in 1870.

The economy is in a recession and the Library again faces budget cuts. *Keep Libraries Alive!* campaigns for more Library funding.

Voters approve **Proposition J**, an initiative sponsored by community activists to increase the baseline spending for children's services citywide. Library funding for children's programs is increased.

1993
Philanthropist Mel Swig dies after a long illness. An endowment is created in his name.

Another difficult budget year forces the Library to trim its book budget and hours.

A major political fight erupts over moving the Victorian era ***Pioneer Monument*** that sits at the intersection of Hyde and Grove streets. The monument originally stood before the City Hall that was demolished by the 1906 earthquake. The Library Foundation pays to move the 800-ton monument to a site between what will become the Asian Art Museum and the New Main.

1994
More proposed budget cuts mean dramatically reducing hours at some branches, further reductions in the book budget and fewer staff.

Mayor Jordan removes six of seven Library Commissioners in a budget dispute.

The *Friends,* under the leadership of President **Diane Filippi,** launch a ballot initiative for dedicated Library funding to stop the boom and bust cycle of Library budgeting. When campaign funds run low, Mary Louise Stong loans the campaign money to continue the fight. **Proposition E** passes with over 70% of the vote. (See Box 1)

The Library establishes public **Internet access** and a **Library Web site** that includes an online Community Services Directory of all San Francisco government agencies, community, neighborhood, health, human service and business groups.

1995
Because of Proposition E funds, the book and materials budget triples and system open hours increase 46%. Branch libraries receive thousands of new **books** and staff begins weeding collections to make room for new materials.

The Main Library closes to the public at the end of the year. For the sixth time in its history, staff prepares to move the enormous **Main collection**, sorting through nearly a century's worth of accumulated materials. At the same time, thousands of books from the new affinity groups and the **Shanghai Sister City Collection**, long housed at the University of San Francisco Lone Mountain campus, are moved to the New Main.

As librarians pull damaged, outdated or duplicate materials from the Main collection, a **controversy erupts**, foreshadowing rough times ahead. Critics allege that the Library is disposing of large numbers of **books** instead of moving them to the new building. The Library administration defends the professional standards and judgment exercised by staff in weeding obsolete materials.

A new children's **bookmobile** begins service.

1996
Mayor **Willie L. Brown, Jr**. appoints a new Library Commission, replacing six of seven members.

Weldon Owen publishes ***A Free Library in this City,*** a history of the San Francisco Public Library by **Peter Booth Wiley**. The publisher donates the book as a gift to the Library to commemorate the years of public struggle to build the New Main Library.

In a pre-opening celebration, the Library Foundation puts up tents outside the New Main Library for a special **Family Day** event that draws 12,000 parents and children. Local celebrities, including actor **Robin Williams**, read their favorite children's stories.

Construction of the New Main Library is complete. It is one of the first major public buildings in the U.S. to incorporate many ***green building*** features. It is also the first building in San Francisco to have **talking signs** to assist sight-impaired patrons.

Several **major pieces of art** are incorporated into the building, including part of an old card catalog, a surreal spiral staircase, an electronic wall of authors, a standing mural on Latin American writers and a domed ceiling celebrating gays and lesbians through history. (See electronic archives)

April 18, 1996. The **New Main Library opens** to the public. It is ninety years to the day since the great earthquake destroyed the old City Hall and the Main Library inside. Thousands crowd Fulton Street and take part in the opening ceremonies. (See electronic archives)

Fourteen thousand people come through the building on its first day. A million visit the building in just over three months. Library staff is overwhelmed but works hard to meet the demand.

A **public debate** over the New Main erupts, often lively and sometimes shrill, and rages for months. The new seven-level library is dramatically different from the old Main in size, style, technology, open space and organization. The controversies become a national media story. (See Box 2)

For the first year, New Main Library circulation is up 71%, adult programming increases 705% and children's programming increases 224%. By the end of 1996, attendance levels out at 5,500 a day, seven days a week.

The New Main's ***Brooks Walker Patent & Trademark Center*** becomes one of five California sites designated as a federal patent depository library. It includes complete patents from 1790 to the present.

The New Main's ***Daniel E. Koshland San Francisco History Center*** contains more than 250,000 photographs dating from 1850. City records and photographs provide detail on thousands of homes and buildings.

A new budget controversy develops. City Librarian Ken Dowlin, saying that he has met many of his goals, resigns. **Kathy Page**, Chief of the Main, steps in as Acting City Librarian.

1997

The Library seeks a closer relationship with the literary community and the *Library Foundation* begins an annual ***Library Laureates*** dinner in the New Main, honoring leading authors from Northern California. Author **Amy Tan** and U.S. Poet Laureate **Robert Hass** co-chair the inaugural event.

The ***Wallace Stegner Environmental Center*** holds a series of public debates on environmental issues, underwritten by the Richard & Rhoda Goldman Fund. Actor **Robert Redford** attends a press conference announcing the program.

Library **computers** prove so popular with the public that time limits are necessary at peak hours.

Regina Minudri, past President of the American Library Association, is named City Librarian, the first woman to hold the post on a permanent basis.

The New Main Library begins staging a dozen **major exhibits** a year in its new exhibition spaces as well as many smaller exhibits from specific collections. One popular exhibit this year is ***Brave Little Girls,*** depicting young women heroines in children's literature.

The **American Institute of Architects** and the American Library Association present the New Main Library the *Award of Excellence for Library Architecture.*

1998

Through My Father's Eyes: Pioneers of the San Francisco Filipino Community exhibit opens at the New Main Library. The photography exhibit, featuring the work of **Richard Alvarado**, eventually becomes part of a permanent Smithsonian Institute traveling exhibit.

1999

E-mail reference service begins. The **Mission Branch** is renovated.

The *Friends* and the *Library Foundation* merge into one organization called the ***Friends and Foundation of the San Francisco Public Library***.
Margie O'Driscoll and Chuck Forester are named co-executive directors.

2000

City Librarian Minudri steps down for health reasons and Deputy City Librarian **Susan Hildreth** becomes Acting City Librarian and later permanent City Librarian.

A bond issue, **Proposition A**, is placed on the ballot after lobbying by the *Friends and Foundation.* It will build five new branches, upgrade 19 others for earthquake safety, and improve electrical systems and access for people with disabilities. City officials reduce the requested size of the bond by $10 million to $106 million. The measure passes with 74% of the vote.

The new **Ocean View Branch** opens, replacing a rented facility. Mayor Willie Brown uses budget surplus funds to pay for the building. A fundraising effort, organized by the *Friends and Foundation* and strongly supported by the neighborhood, provides furniture, fixtures and a new computer-training center.

2001

Nearly five million people visit the San Francisco Public Library system in fiscal year 2000-01, checking out 6.3 million items. Millions more use library reference material or online services. Over 182,000 children attend special programs.

2002

Mary Louise Stong, champion of public libraries for over a half-century, dies.

The *Friends and Foundation*, under new Executive Director **Martin Gomez** and Board Chair **Deborah Doyle**, begin work on a $16 million **neighborhood library campaign** for furniture, fixtures and other needs not covered by the Proposition A branch renovation bonds.

2003
The new Asian Art Museum opens in the remodeled old Main Library building.

The Library purchases property for five new City-owned branch libraries to replace rented facilities. Over the next decade, new branches are planned for construction in **Mission Bay, Glen Park, Visitacion Valley, Portola** and **Ingleside** and 19 existing branches will be upgraded.

The Library Commission approves creation of this ***Wall of Library Heroes*** to capture the history of the Library system and honor the many community leaders who fought for the values of a great public library. Their stories are a legacy that will inspire others. Future generations may want to add their own stories.

We acknowledge Peter Booth Wiley and his book A Free Library In This City as a key source of material used in this history. We are grateful for his help.

This project was made possible by a grant from the Friends & Foundation of the San Francisco Public Library, 2003

"THE TRVE VNIVERSITY OF THESE DAYS IS A COLLECTION OF BOOKS."

---Thomas Carlyle (1795-1881)
Carved in stone, old Main Library, 1917

Box 1

Friends of the San Francisco Public Library, 1961-62

Founding members of the Friends of the San Francisco Public Library include: *President:* Alan K. Browne. *Vice Presidents*: General Edwin L. Johnson, David Magee, Jack Pollatsek, Marjorie Stern. *Treasurer:* William Mackey. *Secretary:* Mary Louise Stong. *Board Members:* John Bransten, Mortimer and Janet Fleishhacker, Jr., Mr. and Mrs. R. Gwin Follis, Dr. and Mrs. Frank Gerbode, Mr. and Mrs. Walter Haas, Lucille Mohr, Judith Pollatsek, Mr. and Mrs. Albert Schwabacher Jr., Mrs. Nion Tucker, George and Sally Williams, Mrs. Dean Witter, Mr. and Mrs. J.D. Zellerbach.

Over the next year, the *Friends* board membership grows to include: Mildred Bell, Mrs. Donald Biggs, William Brinton, Mrs. Francis Carroll, William Coblentz, Hunt Conrad, Mrs. Richard Dakin, Mrs. Ralph Doscher, Robert Drewes, Dr. Frank Fenton, E.H. Gauer, Carlton B. Goodlett, M.D., George Johns, Gustav Knecht, Jr., Lewis Lengfeld, Mrs. Robert MacDuff, Mrs. Alfred McLaughlin, Robert Marcus, William Monihan, Eugene M. Price, Alvin Rockwell, Nat Schmulowitz.

Friends Book Sale

Leadership for the first book sale in 1964 includes Hilde Kolb who volunteered to sort and price books when the Library found it had an excess of donated materials. Richard Reinhardt, Helen Louise Weinstein and others also provided leadership. Other activists emerge over the years including Hugh Cook, Ann Grace, Erma Kuta, Joan Leaf, Leslie Luttgens, Elaine Mundy and Ken Train, among others.

Save the Branches, 1988

A plan to temporarily close some neighborhood branches because of City budget problems leads to an outpouring of support that kept neighborhood libraries open. Some of those active in the campaign include the following: Jean Amos, Ann Anderson, Judy Baston, Karen Bevelander, Miriam Blaustein, Sally Brunn, Sue Cauthen, Margaret Coughlin, Karen Crommie, Dorothy Danielson, Marcia DeHart, Ella Driscoll, Ellen Egbert, Tiffany Farr, Harriet Fielding, Barbara Gersh, Andrew Grimstad, Julie Kavanaugh, Carolyn Kleymeyer, Marty Koshuba, Lucretia Levinger, Miriam Pavis, Dr. Rose Resnick, Carol Steiman, Larry Ware, Landis Whistler and Naomi Williams.

Main Bond Campaign, 1988

The *Friends* start organizing for the anticipated Library bond in 1987. Marilyn Smulyan is hired to build grassroots support. Volunteers are recruited to build public support, including community leaders Aileen Hernandez and Joanne Foo, attorney Fred Rodriguez and labor leader Steve Neuberger of SEIU Local 790.

Once approved for the ballot, a formal bond campaign is formed. Sherry Agnos, wife of the new Mayor, and School Superintendent Ramon Cortines are honorary co-chairs. Marilyn Smulyan runs the campaign with leadership from political consultant Dick Pabich, attorney James W. Haas, Caryl Mezey, Jack Berman and help from a Franciscan brother and Tenderloin neighborhood activist, Kelly Cullen. Hundreds of others assist the campaign effort.

Designing & Building the New Main

Architects James Ingo Freed and Cathy Simon lead the design team with Project Manager Anthony Bernheim. Other members in leadership roles include City

Librarian Ken Dowlin, Library Project Director Kathy Page and Library Commission President Steve Coulter.

San Francisco's Chief Administrative Officer Rudy Nothenberg leads the building efforts for the City with the help of project managers Russ Abel and Jim Cheng.

Prop E Campaign for Library Funding, 1994

The Friends of the Library launch a successful initiative to help stabilize Library funding and face significant opposition in their campaign. Leadership includes Friends President Diane Filippi, Mary Louise Stong, Carol Steiman, Dale Carlson, City Librarian Ken Dowlin, campaign managers John Whitehurst and Robert Barnes, David Spero, pollster David Binder, and others.

Box 2

The New Main Controversy

The San Francisco Public Library is a popular institution and the dramatic differences between the old and New Main buildings thrill many but startle others. San Francisco becomes the focus of a national debate on books, technology and the role of libraries in the 21st Century.

The Criticism: The **exterior design** is too modern, there is too much open space inside and the layout is confusing. There is not enough **bookshelf space** for an expanding collection and the aggressive **weeding** of the collection for the move into the New Main was because the new space was not big enough. There is too much emphasis on **technology**, particularly computers and the new **electronic card catalog**. The old card catalog, though out of date, has information not available on the electronic catalog. **Private fundraising** is bad for a public institution and the City should provide greater taxpayer support.

The Praise: The New Main succeeds against the odds and is an inspiring **civic presence.** Private fundraising is necessary and thousands of San Franciscans gave generously, furnishing the building and expanding collections, in one of the most successful campaigns in American library history. The open space and **natural light** replace a gloomy, odiferous, inefficient old Main. The New Main has many important **green building** features and provides **easy access** and new services for **people with disabilities**. Technology, particularly the popular new electronic card catalog and web site, bring the library into the **21st Century**. The new collections better reflect the **diversity** of the City.

The Library Commission votes to maintain the old card catalog in the basement as a historical resource.

The **media** covers the debate: ☐ *"It will grow on us,"* writes the U.S. Poet Laureate in the *Chronicle* about the outside of the building, adding that *"inside...is* *a marvel, so deeply delicious you forget your previous ideas of what a library is."* □ *"An ugly modern shopping mall"* fumes a critic of the building in a newspaper article. □ A *"Mall for the Mind"* writes *Newsweek.* □ *"A Wonderment to Discover"* for people with disabilities writes the *World Institute on Disabilities.* □ *"The curves and twists of stairs around the rotunda are enough to make a person dizzy,"* rages one letter in the *Examiner.* □ *"A dynamic, light-filled space as inviting as it is joyous"* writes *Art in America.* □ *"A Trojan horse concealing an invasion force of private interests," writes a critic.* □ *"Room for Imagination in a Temple of Reason,"* headlines the *New York Times* architectural review.

The Mayor calls for a neutral **third party audit** to study some of the issues and cool tempers. Several suggestions to improve the building are adopted. An *Examiner* editorial gives this advice to all sides in this sometimes shrill debate: ***"Shush!"***

Box 3

Library Foundation & the Main Campaign, 1987-96

The initial founding members of the Foundation include: Ben Dial, James Edgar (Board President), Leslie Luttgens, Michael Mellor, Caryl and Peter Mezey, Ellen Newman, Martin Paley, Marjorie Stern (Board Founding Chair), Olive Waugh and Ann Witter. As campaign design work begins, membership expands to include: Mayor Art Agnos, Dale Carlson, Hector Chinchilla, Renee and Arthur Coleman, M.D., Steve Coulter, Carlota del Portillo, Ken Dowlin, Chuck Forester, Michael Garland, Ellen Huppert and Tatwina Lee.

Campaign co-chairs: Mel and Charlotte Swig
Honorary co-chairs: civic leader Ann G. Getty and John W. Gardner, former HEW Secretary and founder of Common Cause
Executive Directors: Martin Paley (1988-92), Sherry Thomas (1993-96)

> **"THE *'HOUSE OF THE BOOK,'* AS THOMAS JEFFERSON CALLED THE LIBRARY, SHOULD BE WORTHY OF ITS MISSION...IT SHOULD REFLECT THE PRIDE, THE CULTURE, AND THE VALUES OF THE DIVERSE COMMUNITIES IT SERVES."**
>
> **---*Main Campaign* brochure, 1991**

Affinity Group Campaign, 1991-94

Numerous community leaders step forward to take part and lead the effort to develop and help fund special collections of significant community interest. Chairs of the Affinity campaigns are listed below. A full listing of committee members is in the Library's electronic archive, *SFPL History*. Donor plaques are located inside the Library.

African American Group

Co-chairs: Dr. Arthur Coleman and Renee Dorsey Coleman
A memorial fund in honor of Dr. Coleman is established in 2002.

Children's Group

Honorary Co-Chairs: Doris Fisher and Charlotte Mailliard Swig
The *Children's Center* is named in honor of the Don and Doris Fisher family, philanthropists and civic leaders.

Chinese American Group

Honorary Co-Chairs: Virginia C. Gee and Tom Hsieh
Co-Chairs: Tatwina Chinn Lee and Rosalyn Koo

Friends of the Chinatown Branch

Co-Chairs: Thomas Ng and Reverend Harry Chuck
Vice Chairs: Helen Chin and Rosalyn Koo.

Environmental Group

Co-Chairs: Lucy Blake and Jerry Tone
The *Center* is named in honor of the late Wallace Stegner, a California author and Pulitzer Prize winner.

Filipino American Group

Chair: Agaton Gualberto, M.D.

Gay & Lesbian Group

Co-Chairs: Diane Benjamin and Chuck Forester
The *Center* is named in honor of James C. Hormel, a philanthropist, civic leader and, a few years later, the first openly gay man in U.S. history to be appointed as a U.S. Ambassador.

Latino/Hispanic Group

Co-Chairs: Carlota del Portillo and Fred A. Rodriguez
The Latino/Hispanic group asks that a community meeting room, a place to bring people together, be named for their community.

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Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, January 20, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Public Library Commission's consideration.)

2. INTERIOR DESIGN STANDARDS PRESENTATION DISCUSSION

Presentation of, and discussion of San Francisco Public Library Branch Library Improvement Program Interior Design Standards.

3. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 16, 2003.
Explanatory document: draft Minutes

4. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of November 13, 2003.
Explanatory document: draft Minutes

5. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 20, 2003.
Explanatory document: draft Minutes

6. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the special joint Recreation & Park and Library Commissions meeting of November 20, 2003.
Explanatory document: draft Minutes

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

7. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none; *regular reports*: program budget and schedule; active projects; and community outreach; and *special reports;* none.

Explanatory documents: current Budget Report and Branch Library Summary Schedules

8. BOND PROGRAM BUDGET REVIEW ACTION

Presentation on and discussion of and possible action to revise the Branch Library Improvement Program Budget to provide additional funding to expand the scope of the Parkside Branch Library Project.

9. FRIENDS CAPITAL CAMPAIGN UPDATE DISCUSSION

Presentation on and discussion of an update on the Friends of the Library's Capital Campaign in support of the branch libraries.

10. ADJOURNMENT (requires motion and public comment) ACTION

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

1/15/04 - M. Housh, Commission Secretary

DRAFT

San Francisco Public Library Commission
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Gavin Newsom
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Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, January 20, 2004.
The San Francisco Public Library Commission held a regular meeting on Thursday, January 20, 2004, in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:07pm.

The following members were noted present: Commissioners Bautista, Chin, Coulter, Steiman, and Strobin. Commissioners Higueras and Streets were excused.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public commented that the minutes report on the Wall of Library Heroes lacked many important details of the discussion. This individual welcomed the New Business proposal for a discussion of the Prop. E (Library Preservation Fund 1994), commenting that efforts to direct expenditures of these funds to non-library uses were political. Mr. Peter Warfield commented that it was unfortunate that these minutes were so old and expressed the hope that the Commissioners do a better job of keeping up with past meeting minutes. Mr. Warfield also said that the Minutes had not been available prior to the meeting.

AGENDA ITEM #2 INTERIOR DESIGN STANDARDS PRESENTATION

City Librarian Susan Hildreth introduced discussion of the proposed Interior Design Standards for the Branch Library Improvement Program (BLIP), noting that the presentation was the result of 6 months hard work by the Library's Interior Design consultants Kwan Henmi in close cooperation with Donna Corbeil, Library Chief of Branches, and many branch library staff members. Additionally, it was reported that after gathering initial staff comments, Ms. Corbeil had convened a staff task force to work closely with the consultants and other branch library staff to refine and improve recommendations for the proposed standards. Ms. Hildreth then introduced Ms. Sylvia Kwan, the lead consultant, and design consultant Marie Fisher, and called attention to signage work contributed by Kate Keating Associates. The City Librarian called particular attention to and lauded the hard work provided and important contributions made by Mike White, the ergonomic specialist, who was unable to attend the meeting.

Ms. Kwan presented an extensive overview (copy attached) of the background research and extensive branch library staff involvement that formed the basis for developing the design standards and guidelines for what would be an every evolving project.
The goals were described as: to maintain flexibility; meet ergonomic and Americans

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

with Disabilities Act (ADA) requirements; and to be compatible for use with the entire range of branch library architectural styles from the early "Carnegie" and "WPA" (Works Progress Administration) buildings to the contemporary new buildings. Ms. Kwan noted that the proposed standards were based in current industry "best practices" and guided by the need to meet ergonomic standards, be practical and aesthetically appropriate, and be durable. Ms. Kwan noted that more than 100 branch library staff had participated in two sessions reviewing the proposed design standards. Regarding signage, it was reported that all would be modular and interchangeable as needed. Ms. Kwan concluded by pointing out that the proposed standards were to be viewed as a living evolving document designed to provide a guide in meeting needs identified by librarians and library staff.

Ms. Hildreth noted that binders containing the Design Standards proposal were available at the rear of the auditorium and at the Library Commission Office.

Public comment on AGENDA ITEM #2 INTERIOR DESIGN STANDARDS PRESENTATION

An anonymous member of the public commented that there were no explanatory documents listed for this item on the agenda and those provided consisted of a limited an amount of information. This person suggested that given what this person felt were previous bad experiences with interior design flaws in libraries; it was unfortunate that opportunity to critically review these documents was not possible prior to the discussion. Mr. Peter Warfield commented that he had attempted to obtain information concerning explanatory materials for this item earlier in the day but had been unable to do so. Mr. Warfield commented that he thought these to be very important documents and that the summaries provided did not provide enough specifics. Mr. Warfield also questioned the continuing role of the consultants: what had it cost; what were any ongoing costs; and what additional overall costs were involved? Mr. Warfield also wanted to know the names of the library staff members involved in this project. Ms. Sue Cauthen commented that the print used in the documents was difficult to read and suggested using a larger typeface in future.

Commission discussion of AGENDA ITEM #2 INTERIOR DESIGN STANDARDS PRESENTATION

In response to a question from Commissioner Bautista, the Friends' role in fundraising for branch library FF&E (furniture, fixtures, & equipment), and how budgets for each branch were configured was spelled out. In response to a question by Vice President Steiman, Ms. Hildreth discussed how the flexibility built into the proposed standards provided for a wide array of possible choices to be available among each of the three types of branch libraries, allowing for each branch to be distinctive. The City Librarian noted that there would be opportunities for the public to view suggested color palettes for use in branch libraries, but that the Excelsior Branch was the only one that had been prepared so far. In response to Commissioner Chin and Vice President Steiman's query concerning the durability and design safety features of some of the proposed types of chair designs, Ms. Kwan and Ms. Fisher pointed out that only well-tried existing design lines from well-established manufacturers were included in the Interior Design Standards. Commissioner Bautista observed that the Commission should trust the judgment of branch staff to best know their needs. Ms. Hildreth noted that both librarians and clerical staff had been involved in developing the standards. In response to questions by Commissioner Strobin concerning the adjustability of shelving and what kinds of fabrics were being considered for Teen areas, Ms. Kwan noted that the shelving was designed to be flexible and that all fabrics were carefully evaluated from existing well testing fabric lines known for durability. In response to a query by Commissioner Chin, it was noted that rest room design was a responsibility of each building's architect. In response a question by Vice President Steiman, Ms. Kwan noted that as a result of staff requests, countertops were surfaced with materials made from recycled currency that were warm to the touch. She noted these surfaces were durable and easily repaired.

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCT. 16, 2003

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCT. 16, 2003

An anonymous member of the public suggested that changes called for in the approval of the September meeting minutes had not been made and commented that a reference to comments made by Supervisor Peskin regarding a possible location for the North Beach Branch were inaccurately attributed. Mr. Peter Warfield found that there was a great need for improvement in theses Minutes calling attention to what he believed to be serious omissions in RFID related remarks attributed to Mr. Esteves, regarding the impact of changes in the proposed Mission Bay Branch, and regarding his comments on the Gift Policy.

Commission discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCT. 16, 2003

Vice President Steiman requested that the Secretary review the meeting's tape concerning the reference to Supervisor Peskin.

MOTION: Commissioner Bautista seconded Commissioner Strobin for approval of the Minutes of the regular Commission meeting of October 16, 2003 with any needed clarification of a comment attributed to Supervisor Peskin and deletion of a misplaced word.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin)

Vice President Steiman announced that she would next take up Agenda Item #8, the Bond Program Budget Review in order to accommodate community members from the Parkside neighborhood in attendance who wished to offer comment and to recognize Supervisor Ma.

AGENDA ITEM #6 BOND PROGRAM BUDGET REVIEW (taken up 4th)

The City Librarian recognized Supervisor Fiona Ma in attendance at the meeting and thanked her for her support for the Library. The City Librarian reviewed the previous Library Commission discussions and original proposals for the renovation of the Parkside Branch Library, and presented an overview of the Board of Supervisors' action to set aside $500,000 from the Library's Budget Reserve for branch library improvements. Ms. Hildreth then outlined a proposed revision of the Branch Library Improvement Program (BLIP) design proposal for the Parkside Branch to allow for its expansion.

Ms. Hildreth pointed out that this was a somewhat unique case, where an expansion beyond what had been originally planned was merited. Ms. Hildreth outlined how money could be transferred from funds identified for relocation and moving expenses in the Branch Library Improvement Program (BLIP) budget to the Parkside Branch Budget. The City Librarian noted that the project timeline would change with West Portal moving up so as to be renovated and reopened by 2006 before Parkside was closed for its renovation and expansion.

Supervisor Fiona Ma thanked Ms. Hildreth for all of her hard work in responding to the community's needs. Supervisor Ma noted that with the expansion of nearby Lincoln High School and the opening of the Dianne Feinstein (formerly Parkside) Elementary School, the need for library services in that neighborhood would continue to grow. Supervisor Ma concluded with a recommendation that the Library Commissioners approve the proposed expansion of the Parkside Branch Library.

Public comment on AGENDA ITEM #6 BOND PROGRAM BUDGET REVIEW (taken up 4th)

An anonymous member of the public commented that there was no explanatory document listed although one was presented. This person observed that there had been various explanations for restrictions on the use of Library Preservation Fund monies that had varied from situation to situation. Ms. Eileen Booken, Sunset /Parkside Education in Action Committee noted that neighborhood petitions submitted previously had shown that the neighborhood fully supported the proposed expansion and thanked the Commissioners for their cooperation in that effort. Ms. Nancy Wuerful, a Parkside civic leader, expressed her appreciation for the Library's cooperation with the neighborhood and noted that a recent visit to the Parkside Branch had reminded her of how important the programs offered in the branch were to the children of the neighborhood. Ms. Wuerful noted that an expanded branch could better serve the community and thanked Supervisor Ma for her support for the neighborhood's wishes. Mrs. Susan Ryan, parent and Parkside resident, noted that her son, now a teen user, had been a regular branch user since he was small. Ms. Ryan called attention to the great need for more space for the community room as well as for books in the branch. Mr. Peter Warfield expressed satisfaction that the branch was expanding; but questioned how the expansion was being financed. Mr. Warfield also asked where the $500,000 had come from, and why funds needed to be shifted? Mr. Douglas Ryan, a teen user of the branch, expressed his gratitude that the Parkside Branch was being expanded noting that it would allow him more opportunity to read. Mr. Ryan requested that the Commissioners approve the proposed expansion.

Commission discussion of AGENDA ITEM #6 BOND PROGRAM BUDGET REVIEW (taken up 4th)

Commissioner Bautista found the proposed expansion of the Parkside Branch an excellent proposal, noting that there was a very great need for more room in this very busy branch. Commissioner Bautista also called attention to the strong neighborhood support for the expansion and noted that she wished even more could be done. Commissioner Coulter voiced support for the proposed expansion and asked if the Deputy City Attorney could comment on the funding process. Commissioner Coulter congratulated and commended the City Librarian, Deputy City Librarian and all of the Library staff involved for their extraordinary, tireless, and outstanding work in preparing and submitting five Cycle 3 Prop. 14 (State Library Bond) Applications.

Ms. Hildreth refreshed the Commissioners' memory concerning the circumstances of how a proposal by Supervisor Daley to transfer $1 million from the Library Preservation Fund's Budget Reserve to the San Francisco Unified School District for its libraries had eventually resulted in a Board of Supervisor's decision to allocate $500,000 for the Library to provide support for school libraries and $500,000 for branch libraries. The City Librarian noted that while the branch library funds were not earmarked for the Parkside Branch, it had been noted that this would be an appropriate use for these funds.

Deputy City Attorney Catharine Barnes explained the limited circumstances that under the rubric of providing ancillary or alternative library services, and where Library Preservation Fund monies and Branch Library Improvement Bond - 2000 monies served specific overlapping purposes, and where the total amount was within the limited amount of funds allowable for such a purpose; it was permissible for the Library to use such funds for bricks and mortar purposes. The Deputy City Attorney noted that under the City Charter, the Board of Supervisors had authority to direct the Library Commission to allocate these funds.

In response to a question by Commissioner Chin, Ms. Hildreth reported that there would be an extensive review of the Bond Program Budget next month. The City Librarian reiterated that this branch was, with the possible exception of the Western Addition Branch, the only branch library where an expansion beyond the original scope of the Bond Program was warranted. Responding to a comment by Vice President Steiman, the City Librarian cited library staff's focus on and hard work to preserve Library Budget Reserves for library uses. In answer to expressions of concern from Commissioner Chin, Ms. Hildreth citing the Visitacion Valley Branch as example, reported that BLIP projects, reverted to their original scope, could be funded even if insufficient Prop. 14 monies for the proposed expanded versions did not become available. Vice President Steiman noting even though she was very concerned about the availability of funding, said that she would vote for the proposed expansion as a way of keeping these funds for Library use. Vice President Steiman then asked, noting that a member of the Board of Supervisors was attending the meeting, that she carry back word to her colleagues, "that the library reserve was there because we know we will never get any more money from the City, and we (the Commissioners) wanted to be sure to be able to fulfill the commitment for expanded library hours made in Prop. E." Vice President Steiman observed that was a very bad precedent to remove reserve funds this way, but that she was glad that Supervisor Ma had found this way to preserve the funds for the Library.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin, for approval of the proposed reallocation of funds in the budget to permit the expansion of the Parkside branch Library.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #4 APPROVAL OF THE MINUTES OF NOV. 13, 2003 (taken up 5th)

Public comment on AGENDA ITEM #4 APPROVAL OF THE MINUTES OF NOV. 13, 2003 (taken up 5th)

An anonymous member of the public suggested that these minutes lacked the required Public Comment Summary statements and cited inaccuracies and omissions in the reported discussions of the Prop. 14 Applications. Mr. Peter Warfield commented that these Minutes left out important discussions and criticized references to the various application forms and selected attachments as the Prop. 14 Applications in the text. Mr. Warfield also noted his comments concerning the lack of opportunity to review explanatory materials in advance and some cited comments by the City Librarian were not included in the draft text.

Commission discussion of AGENDA ITEM #4 APPROVAL OF THE MINUTES OF NOV. 13, 2003 (taken up 5th)

Commissioner Chin again urged that the Minutes be brief. The Deputy City Attorney noted that the Minutes reporting of detail exceeded the requirements of the law.

MOTION: Commissioner Bautista seconded Commissioner Chin by for approval of the Minutes of the special Commission meeting of November 13, 2003.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin).

AGENDA ITEM #5 APPROVAL OF THE MINUTES OF NOV. 20, 2003 (taken up 6th)

Public comment on AGENDA ITEM #5 APPROVAL OF THE MINUTES OF NOV. 20, 2003 (taken up 6th)

An anonymous member of the public observed that there were a number of issues with these minutes, commenting that correction of inaccuracies cited by members of the public was not being done. This person then discussed a handout that that they had distributed to the Commissioners, noting their handout had not been included in the attachments to the Minutes, and that the Minutes were often unreadable. Mr. Peter Warfield commented that he had never requested verbatim minutes but that he had requested corrections of what he found to be inaccuracies and that he felt that public comment was not accurately being summarized as required. Mr. Warfield commented that his analysis of the Richmond Branch Prop. 14 Application and a related report of a conference call with the State Bond evaluators about the application was not reported.

Commission discussion of AGENDA ITEM #5 APPROVAL OF THE MINUTES OF NOV. 20, 2003 (taken up 6th)

MOTION: Commissioner Chin, seconded Commissioner Strobin by for approval of the Minutes of the regular Commission meeting of November 20, 2003

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin).

AGENDA ITEM #6 APPROVAL OF THE MINUTES OF SPECIAL JOINT RECREATION & PARK AND Library COMMISSIONS MEETING OF NOV. 20, 2003 (taken up 6th)

Public comment AGENDA ITEM #6 APPROVAL OF THE MINUTES OF SPECIAL JOINT RECREATION & PARK AND Library COMMISSIONS MEETING OF NOV. 20, 2003 (taken up 6th)

Mr. Peter Warfield requested clarification of a public comment attributed to him to indicate that both the Parkside and North Beach Branch Libraries could potentially increase in size if they were relocated outside park property.

Commission discussion of AGENDA ITEM #6 APPROVAL OF THE MINUTES OF SPECIAL JOINT RECREATION & PARK AND Library COMMISSIONS MEETING OF NOV. 20, 2003 (taken up 6th)

MOTION: Commissioner Chin, seconded Commissioner Strobin, for approval of the Minutes of the Special Joint Recreation & Park and Library Commissions meeting of November 20, 2003.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin).

AGENDA ITEM #7 BOND PROGRAM MANAGER'S REPORT

In the absence of Branch Library Improvement Program Manager Marilyn Thompson Deputy City Librarian Paul Underwood presented her usual reports, (copy attached).

Public comment on AGENDA ITEM #7 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public commented that the BLIP Manager's Report handouts were all but unreadable, but expressed appreciation for the update on the Library's Prop. 14 (State Library Bond Act) Applications. This person commented that they believed that the crucial question had not been asked, noting that this cycle was for the smallest amount of money with the largest number of applications. This person suggested that only the smallest percentage of applications would be successful. Mr. Peter Warfield also found the explanatory materials unreadable and suggested printing them in a bigger typeface would be helpful. Mr. Warfield then cited his cautionary remarks related to the Library's Prop. 14 Applications and asked again for details of the comments offered during a conference call between the Library and the state evaluators.

AGENDA ITEM #9 FRIENDS CAPITAL CAMPAIGN UPDATE REPORT (TAKEN UP 8TH)

Mr. Martín Gómez, Executive Director of the Friends of the San Francisco Public Library and the Friends' Ms. Kathy Bella, presented a detailed overview of the current status, proposed plans, and goals of the Friends of the Library's Capital Campaign for the Branch Libraries (copy attached).

Public comment on AGENDA ITEM #9 FRIENDS CAPITAL CAMPAIGN UPDATE REPORT (TAKEN UP 8TH)

None offered.

Commission discussion of AGENDA ITEM #9 FRIENDS CAPITAL CAMPAIGN UPDATE REPORT (TAKEN UP 8TH)

Commissioner Bautista found the campaign's planning impressive noting that it was crucial that training be an important element in achieving success in the campaign. Commissioner Bautista urged her colleagues to participate. Vice President Steiman reported that she was actively working on behalf of the Glen Park Branch and also encouraged her fellow Commissioners to participate in the campaign. Mr. Gómez called attention to the very active help and support that the Friends were receiving from Library administration and branch library staff.

AGENDA ITEM # 10 ADJOURNMENT

MOTION: Commissioner Bautista seconded Commissioner Chin that the meeting be adjourned.
ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin)
The meeting was adjourned at 6:25pm.

Michael Housh, Commission Secretary 1/28/04

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the Library Commission Meeting of January 20, 2004

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
January 20, 2004

Bond Program Manager's Report

Current Budget Report
& Summary Schedules

Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

Budget Report

Explanatory document:
Current Budget Report dated 1/20/04

Budget Report

- Recap:
  10-10-01 Baseline Budget & Reserve established
  11-15-01 Glen Park increased $88,000 for site acquisition
  01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  06-20-02 Mission Bay increased $653,000 for site acquisition
  12-20-02 Ingleside increased $455,000 for site acquisition
  02-20-03 Friends & Foundation Budget for FF&E updated
  04-17-03 VVA increased $716,000 for site acquisition
  06-26-03 DRE increased $115,281
  10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  TODAY No changes

Schedule Report

Explanatory document:
Summary Schedule dated 4/17/03

Schedule Report

- Recap:

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised to reflect revised Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
TODAY No changes

Active Projects Reports

Active Projects Reports
New Construction

- Mission Bay
  - PS & A executed
  - Groundbreaking
- Glen Park
  - New Developer
  - Public Art

Active Projects Reports
New Construction

- Ingleside
  - Purchased
  - Prop 14 Application
  - Planning Dept. Applications / Approvals
  - Schematic Design Phase
  - Public Art
- Portola
  - Subdivision
  - Purchased
  - Prop 14 Application
  - Planning Dept. Applications / Approvals
  - Schematic Design Phase
  - Public Art

Active Projects Reports
New Construction

- Visitacion Valley
  - Purchased
  - Planning Dept. Applications / Approvals
  - Prop 14 Application
  - Conceptual Design Phase
  - On hold pending Prop 14
- Ortega
  - Prop 14 Application
  - Coordination with RPD & DCP

Active Projects Reports
Renovations

- Richmond
  - Prop 14 Determination & Re-submittal
  - Construction Documents Phase
- Excelsior
  - Award, NTP
  - Closed for Construction
  - Bookmobile - Hours of service: Tues, Thur, Sat 10-5; Wed 12-7 and Fri 1-5
- Noe Valley
  - Building Assessments
  - Schematic Design Phase

Active Projects Reports Renovations

- Marina
  - Contract Negotiations (Tom Eliot Fisch / Field Paoli)
  - Conceptual Design
- Parkside
  - Expansion Option
- North Beach
  - Planning & Programming Phase
  - Contract Negotiations (Leddy Maytum Stacey)
  - Triangle Property

Active Projects Reports Renovations

- Sunset
  - Contract Negotiations (Fougeron)
  - Community Survey
  - Landmark Status
  - Accelerated Schedule
- West Portal
  - Schematic Design Phase
  - Power Pole

Community Outreach Update

- Library meetings:

  12/3 Ortega Branch Library
  12/6 Visitacion Valley Branch Library
  12/14 Ingleside Demolition Party
  1/14 Glen Park Public Art Selection Panel

- Library invited:

  12/9 MLK Middle School PTA (Portola)
  1/17 Moscone Rec Center Community Meeting (Marina)

Community Outreach Update

- Related City Boards/Commissions:

  12/10 Finance Committee (Prop 14 Apps & Release of Reserve)
  12/16 Board of Sups (Prop 14 Apps)

- Web Site & Newsletter

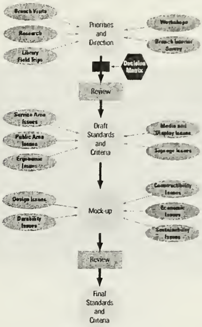
  www.sfpl.org/news/blip/improvementprogram.htm
  Newsletter issued quarterly

San Francisco Branch Library
Improvement Program
Interior Design Standards
12.2003

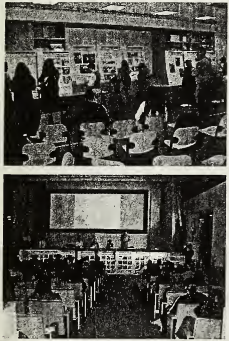
Kwan Henmi Architecture & Planning – Service Areas
Marie Fisher Interior Design – Public Areas
Mike White Consulting – Ergonomics
Kate Keating Associates, Inc - Signage

BRANCH LIBRARY
IMPROVEMENT PROGRAM

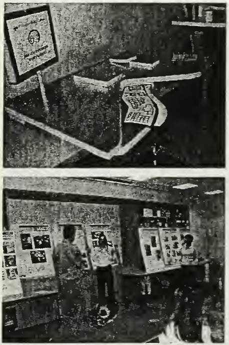
Process Flow Chart


Branch Visits
Research
Library Field Trips
Priorities and Direction
Workshops
Branch Interior Survey
Decision Matrix
Review
Service Area Issues
Public Area Issues
Ergonomic Issues
Draft Standards and Criteria
Media and Display Issues
Signage Issues
Design Issues
Durability Issues
Mock-up
Constructibility Issues
Economic Issues
Sustainability Issues
Review
Final Standards and Criteria

Workshop

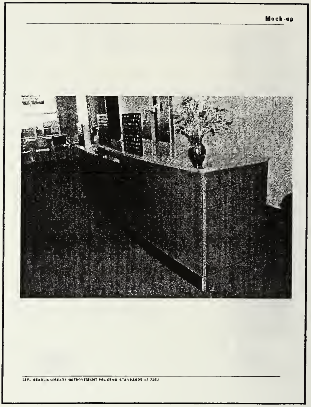


Workshop



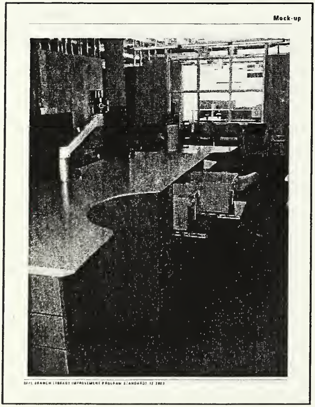
Mock-up

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Mock-up

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Mock-up

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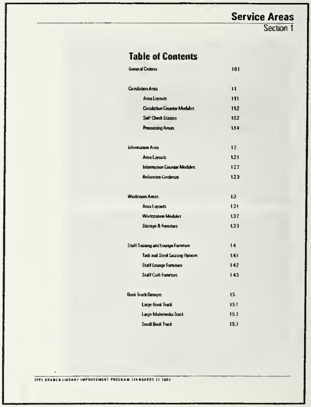

Service Areas
Section 1

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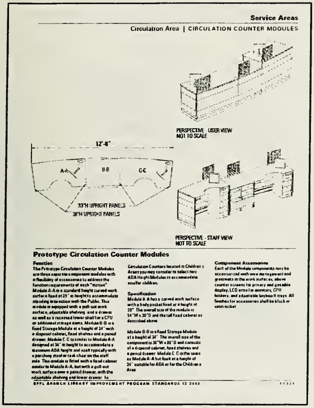
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Service Areas

Circulation Area | CIRCULATION COUNTER MODULES

PERSPECTIVE - USER VIEW
NOT TO SCALE

PERSPECTIVE - STAFF VIEW
NOT TO SCALE

Prototype Circulation Counter Modules

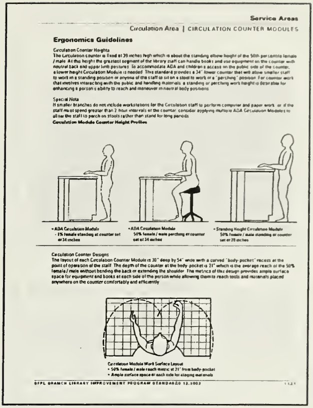
Function
The Prototype Circulation Counter Modules are three separate component modules with a flexibility of accessories to address the function requirements of each "station". Module A-A is a standard height curved work surface fixed at 39" in height to accommodate standing interaction with the Public. This module is equipped with a pull-out work surface, adjustable shelving, and a drawer as well as a recessed lower shelf for a CPU or additional storage items. Module B-B is a fixed Storage Module at a height of 34" with a disposal cabinet, fixed shelves and a pencil drawer. Module C-C is similar to Module A-A designed at 34" in height to accommodate a maximum ADA height and used typically with a perching stool or task chair on the staff side. This module is fitted with a fixed cabinet similar to Module A-A, but with a pull-out work surface over a pencil drawer, with the adjustable shelving and lower drawer. In Circulation Counters located in Children's Areas you may consider to select two ADA Height Modules to accommodate smaller children.

Specification
Module A-A has a curved work surface with a body pocket fixed at a height of 39". The overall size of the module is 54"W x 30"D and the tall fixed cabinet as described above.

Module B-B is a fixed Storage Module at a height of 34". The overall size of the component is 36"W x 30"D and consists of a disposal cabinet, fixed shelves and a pencil drawer. Module C-C is the same as Module A-A but fixed at a height of 34" suitable for ADA or for the Children's Area.

Component Accessories
Each of the Module components may be accessorized with wire management and grommets in the work surfaces, above counter screens for privacy and possible display, LCD arms for monitors, CPU holders, and adjustable keyboard trays. All finishes for accessories shall be black or satin nickel.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.1.2.1


• ADA Circulation Module
- 1% female standing at counter set at 34 inches
• ADA Circulation Module
50% female / male perching at counter set at 34 inches
• Standing Height Circulation Module
50% female / male standing at counter set at 39 inches

Service Areas

Circulation Area | CIRCULATION COUNTER MODULES

Ergonomics Guidelines

Circulation Counter Heights
The Circulation counter is fixed at 39 inches high which is about the standing elbow height of the 50th percentile female / male. At this height the greatest segment of the library staff can handle books and use equipment on the counter with neutral back and upper limb postures. To accommodate ADA and children's access on the public side of the counter, a lower height Circulation Module is needed. This standard provides a 34" lower counter that will allow smaller staff to work in a standing position or anyone of the staff to sit on a stool to work in a "perching" position. For counter work that involves interacting with the public and handling materials, a standing or perching work height is desirable for enhancing a person's ability to reach and maneuver in neutral body positions.

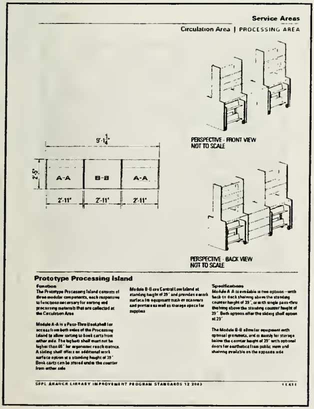
Special Note
If smaller branches do not include workstations for the Circulation staff to perform computer and paper work, or if the staff must spend greater than 2 hour intervals at the counter, consider applying multiple ADA Circulation Modules to allow the staff to perch on stools rather than stand for long periods.

Circulation Module Counter Height Profiles

Circulation Counter Designs
The layout of each Circulation Counter Module is 30" deep by 54" wide with a curved "body-pocket" recess at the point of operation of the staff. The depth of the counter at the body-pocket is 21" which is the average reach of the 50% female / male without bending the back or extending the shoulder. The metrics of this design provides ample surface space for equipment and books at each side of the person while allowing them to reach tools and materials placed anywhere on the counter comfortably and efficiently.

Circulation Module Work Surface Layout
- 50% female / male reach metric at 21" from body-pocket
- Ample surface space at each side for staging materials

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.1.2.1



Service Areas

Circulation Area | PROCESSING AREA

PERSPECTIVE - FRONT VIEW
NOT TO SCALE

PERSPECTIVE - BACK VIEW
NOT TO SCALE

Prototype Processing Island

Function
The Prototype Processing Island consists of three modular components, each responsive to functions necessary for sorting and processing materials that are collected at the Circulation Area.

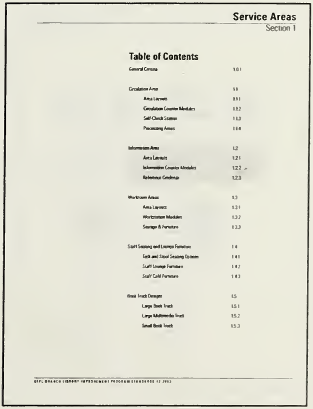
Module A-A is a Pass-Thru Bookshelf for access from both sides of the Processing Island to allow sorting to book carts from either side. The highest shelf must not be higher than 66" for ergonomic reach metrics. A sliding shelf offers an additional work surface option at a standing height of 39". Book carts can be stored under the counter from either side.

Module B-B are Central Low Island at standing height of 39" and provides a work surface for equipment such as scanners and printers as well as storage space for supplies.

Specifications
Module A-A is available in two options – with back-to-back shelving above the standing counter height of 39", or with single pass-thru shelving above the standing counter height of 39". Both options offer the sliding shelf option at 39".

The Module B-B allow for equipment with optional grommets, and is mainly for storage below the counter height of 39" with optional doors for aesthetics from public view and shelving available on the opposite side.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.1.4.1



Service Areas
Section 1

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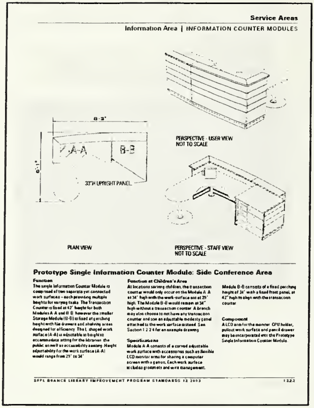
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Service Areas
Information Area | INFORMATION COUNTER MODULES

PERSPECTIVE - USER VIEW
NOT TO SCALE

PLAN VIEW

PERSPECTIVE - STAFF VIEW
NOT TO SCALE

Prototype Single Information Counter Module: Side Conference Area

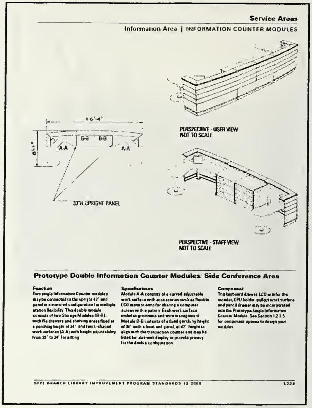
Function
The single Information Counter Module is comprised of two separate yet connected work surfaces – each providing multiple heights for varying tasks. The Transaction Counter is fixed at 42" height for both Modules A-A and B-B, however the smaller Storage Module (B-B) is fixed at perching height with file drawers and shelving areas designed for efficiency. The L-shaped work surface (A-A) is adjustable in height to accommodate sitting for the librarian, the public as well as accessibility seating. Height adjustability for the work surface (A-A) would range from 29" to 34".

Function at Children's Area
At locations serving children, the transaction counter would only occur on the Module A-A at 34" high with the work-surface set at 29" high. The Module B-B would remain at 34" high without a transaction counter. A branch may also choose to not have any transaction counter and use an adjustable modesty panel attached to the work surface instead. See Section 1.2.2.4 for an example drawing.

Specifications
Module A-A consists of a curved adjustable work surface with accessories such as flexible LCD monitor arms for sharing a computer screen with a patron. Each work surface includes grommets and wire management. Module B-B consists of a fixed perching height of 34" with a fixed front panel, at 42" high to align with the transaction counter.

Component
A LCD arm for the monitor, CPU holder, pullout work surface and pencil drawer may be incorporated into the Prototype Single Information Counter Module.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.2.2.2



Service Areas
Information Area | INFORMATION COUNTER MODULES

PERSPECTIVE - USER VIEW
NOT TO SCALE

PERSPECTIVE - STAFF VIEW
NOT TO SCALE

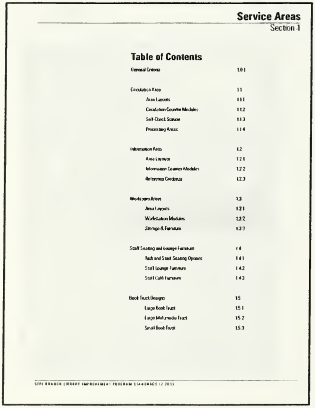
Prototype Double Information Counter Modules: Side Conference Area

Function
Two single Information Counter modules may be connected to the upright 42" end panel in a mirrored configuration for multiple station flexibility. This double module consists of two Storage Modules (B-B), with file drawers and shelving areas fixed at a perching height of 34" and two L-shaped work surfaces (A-A) with height adjustability from 29" to 34" for sitting.

Specifications
Module A-A consists of a curved adjustable work surface with accessories such as flexible LCD monitor arms for sharing a computer screen with a patron. Each work surface includes grommets and wire management. Module B-B consists of a fixed perching height of 34" with a fixed end panel, at 42" height to align with the transaction counter and may be fitted for slat-wall display or provide privacy for the double configuration.

Component
The keyboard drawer, LCD arm for the monitor, CPU holder, pullout work surface and pencil drawer may be incorporated into the Prototype Single Information Counter Module. See Section 1.2.2.5 for component options to design your modules.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.2.2.3



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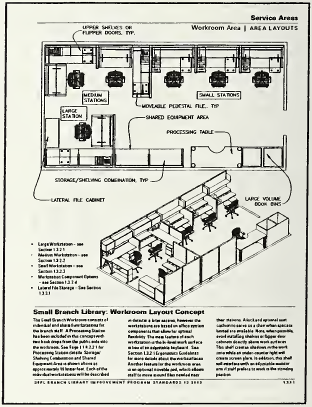


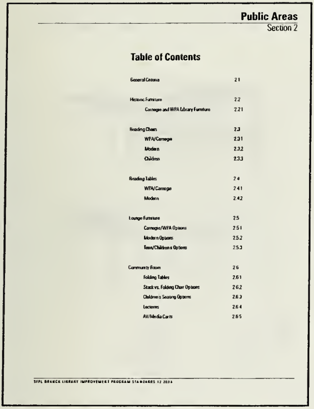
Service Areas
Workroom Area | AREA LAYOUTS

- Large Workstation – see Section 1.3.2.1
- Medium Workstation – see Section 1.3.2.2
- Small Workstation – see Section 1.3.2.3
- Workstation Component Options – see Section 1.3.2.4
- Lateral File Storage – See Section 1.3.3.1

Small Branch Library: Workroom Layout Concept

The Small Branch Workroom consists of individual and shared workstations for the branch staff. A Processing Station has been included in this concept with two book drops from the public side into the workroom. See Page 1.1.4.2.2.1 for Processing Station details. Storage/Shelving Combination and Shared Equipment Area is shown above as approximately 19 linear feet. Each of the individual workstations will be described in detail in a later section, however the workstations are based on office system components that allow for optimal flexibility. The main feature of each workstation is the bi-level work surface in lieu of an adjustable keyboard. See Section 1.3.2.1 Ergonomics Guidelines for more details about the worksurfaces. Another feature for the workroom area is an optional movable ped, which allows staff to move around files needed near their stations. A lock and optional seat cushion to serve as a chair when spaces limited are available. Note, when possible, avoid installing shelves or flipper door cabinets directly above work surfaces. This shelf creates shadows in the work zone while an under-counter light will create screen glare. In addition, this shelf will interfere with an adjustable monitor arm if staff prefers to work in the standing position.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.3.1.1



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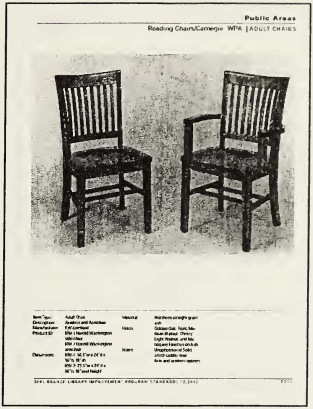
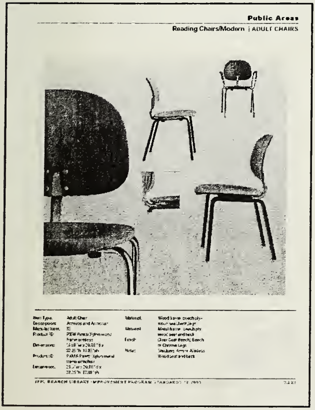
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Public Areas
Reading Chairs/Carnegie WPA | ADULT CHAIRS

Item Type:	Adult Chair	Material:	Northern straight grain ash
Description:	Armless and Armchair	Finish:	Golden Oak, Teak, Medium Walnut, Cherry, Light Walnut, and Mahogany Finishes on Ash
Manufacturer:	F.W. Lombard		
Product ID:	HW-1 Harold Washington side chair HW-2 Harold Washington armchair	Notes:	Unupholstered Solid wood saddle seat Arm and armless options
Dimensions:	HW-1: 16.5"w x 24"d x 36"h, 18"sh HW-2: 23.5"w x 24"d x 36"h, 18" seat height		

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Public Areas
Reading Chairs/Modern | ADULT CHAIRS

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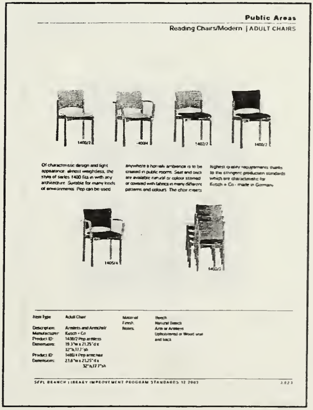
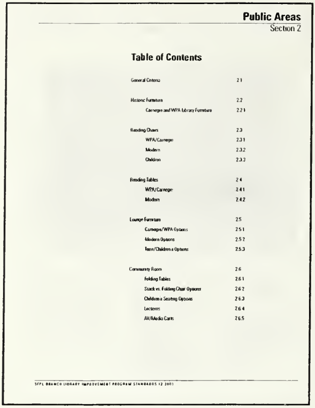


Public Areas
Reading Chairs/Modern | ADULT CHAIRS

Of characteristic design and light appearance, almost weightless, the style of series 1400 fits in with any architecture. Suitable for many kinds of environments. Pep can be used anywhere a homely ambience is to be created in public rooms. Seat and back are available natural or colour stained or covered with fabrics in many different patterns and colours. The chair meets highest quality requirements thanks to the stringent production standards which are characteristic for Kusch + Co - made in Germany.

Item Type:	Adult Chair	Material:	Beech
		Finish:	Natural Beech
Description:	Armless and Armchair	Notes:	Arm or Armless Upholstered or Wood seat and back
Manufacturer:	Kusch + Co		
Product ID:	1400/2 Pep armless		
Dimensions:	19.3"w x 21.25"d x 32"h, 17.7"sh		
Product ID:	1400/4 Pep armchair		
Dimensions:	23.6"w x 21.25"d x 32"h, 17.7"sh		

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



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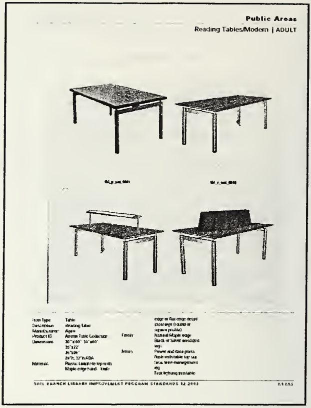
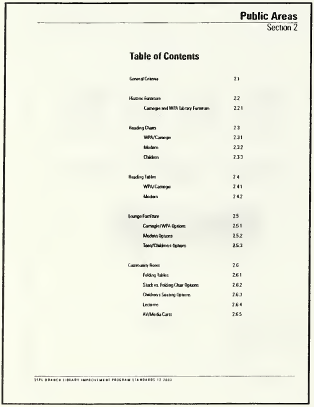


Item Type	Table		
Description	Reading Table		
Manufacturer	Agati		
Product ID	Annum Table Collection	Finish	Natural Maple edge Black or Silver anodized legs
Dimensions	30"x60", 36"x60" 36"x72" 36"x96" 29"h, 32"h ADA	Notes	Power and data ports flush with table top and local wire management leg Task lighting available
Material	Plastic Laminate top with Maple edge band - knife edge or flat edge detail steel legs (round or square profile)		



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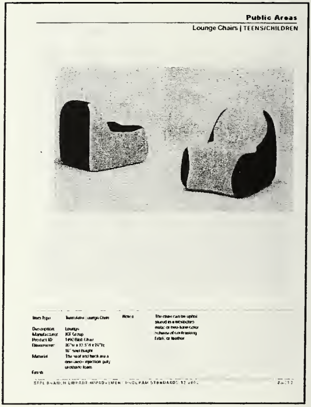
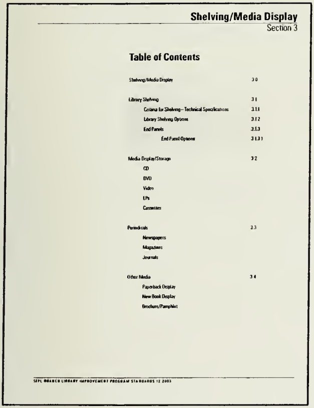


Item Type	Teen Area Lounge Chair	Notes	The chair can be upholstered in a monochromatic or two-tone color scheme of contrasting fabric or leather
Description	Lounge		
Manufacturer	ICF Group		
Product ID	1490 Blob Chair		
Dimensions	26"w x 32.5"d x 26"h 16" seat height		
Material	The seat and back are a one-piece injection poly urethane foam		
Finish			



Shelving/Media Display

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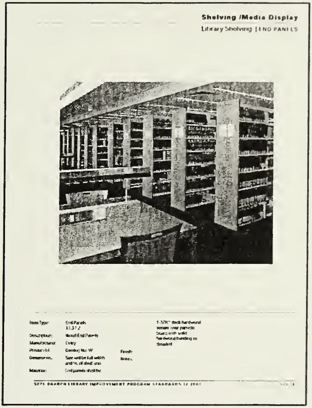
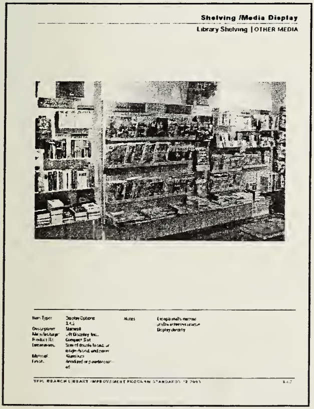


Shelving /Media Display

Library Shelving | END PANELS

Item Type:	End Panels 3.1.3.1.2		1-3/16" thick hardwood veneer over particle board with solid hardwood banding as detailed
Description:	Wood End Panels		
Manufacturer:	Estey		
Product Id:	Catalog No: W	Finish:	
Dimensions:	Size will be full width and ht. of shelf unit	Notes:	
Material:	End panels shall be		

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003

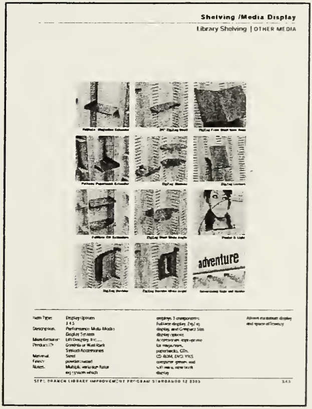


Shelving /Media Display

Library Shelving | OTHER MEDIA

Item Type:	Display Options 3.4.2	Notes:	Exceptionally narrow profile achieves greater display density
Description:	Slatwall		
Manufacturer:	Lift Display Inc.		
Product ID:	Compact Slat		
Dimensions:	Size of double faced, or single-faced, end panel		
Material:	Aluminum		
Finish:	Anodized or powder coated		

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 3.4.2

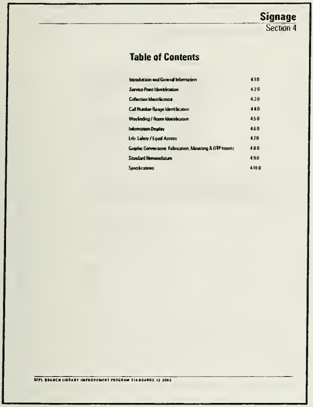


Shelving /Media Display

Library Shelving | OTHER MEDIA

Item Type:	Display Options 3.4.5	employs 3 components: Fullface display, ZigZag display, and Compact Slat display options. Accessories appropriate for magazines, paperbacks, CDs, CD-ROM, DVD, VHS, computer games and software, new book display	Allows maximum display and space efficiency
Description:	Performance Multi-Media Display System		
Manufacturer:	Lift Display, Inc.		
Product ID:	Gondola or Wall Rack System Accessories		
Material:	Steel		
Finish:	powder coated		
Notes:	Multiple variation fixturing system which		

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 3.4.5



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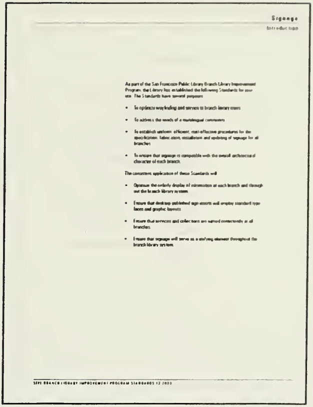


Signage
Introduction

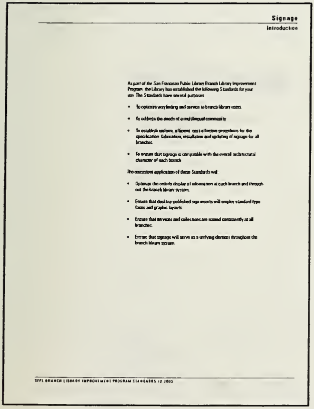
As part of the San Francisco Public Library Branch Library Improvement Program, the Library has established the following Standards for your use. The Standards have several purposes:

- To optimize wayfinding and service to branch library users.
- To address the needs of a multilingual community.
- To establish uniform, efficient, cost-effective procedures for the specification, fabrication, installation and updating of signage for all branches.
- To ensure that signage is compatible with the overall architectural character of each branch.

The consistent application of these Standards will:

- Optimize the orderly display of information at each branch and throughout the branch library system.
- Ensure that desktop-published sign inserts will employ standard type faces and graphic layouts.
- Ensure that services and collections are named consistently at all branches.
- Ensure that signage will serve as a unifying element throughout the branch library system.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



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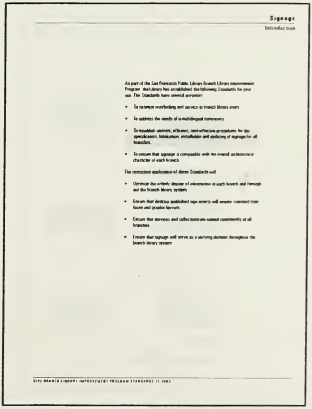

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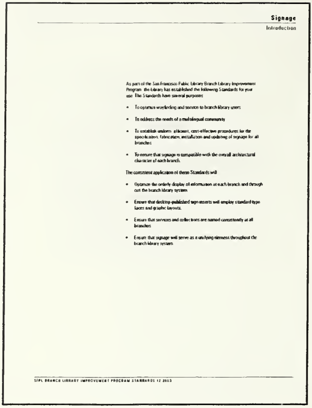

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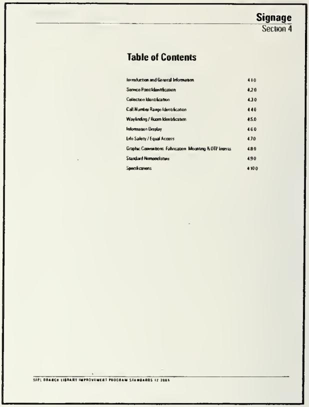

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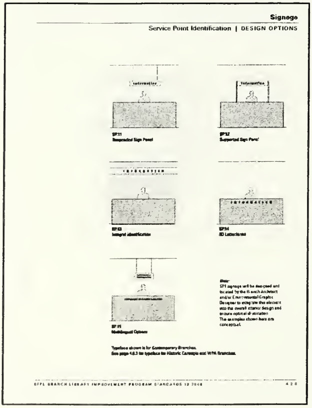


Signage

Service Point Identification | DESIGN OPTIONS

SP.1.1
Suspended Sign Panel

SP.1.2
Supported Sign Panel

SP.1.3
Integral Identification

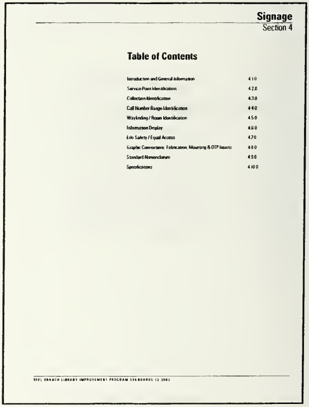
SP.1.4
3D Letterforms

SP.1.5
Multilingual Options

Note:
SPI signage will be designed and located by the Branch Architect and/or Environmental Graphic Designer to integrate this element into the overall interior design and ensure optimal illumination.
The examples shown here are conceptual.

Typeface shown is for Contemporary Branches.
See page 4.8.3 for typeface for Historic Carnegie and WPA Branches.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 4.2.0



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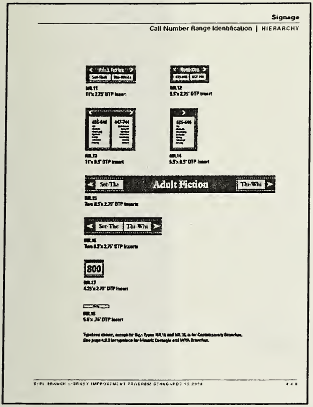


Signage

Call Number Range Identification | HIERARCHY

NR.11
11"x 2.75" DTP insert

NR.12
5.5"x 2.75" DTP insert

NR.13
11"x 8.5" DTP insert

NR.14
5.5"x 8.5" DTP insert

NR.15
Two 8.5"x 2.75" DTP inserts

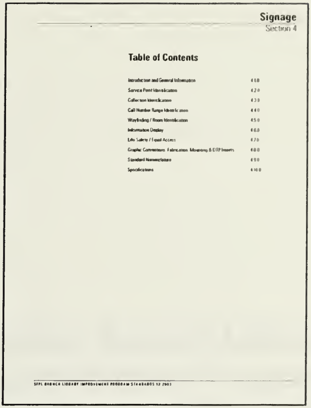
NR.16
Two 8.5"x 2.75" DTP inserts

NR.17
4.25"x 2.75" DTP insert

NR.18
5.6"x .76" DTP insert

Typeface shown, except for Sign Types NR.15 and NR.16, is for Contemporary Branches. See page 4.9.3 for typeface for Historic Carnegie and WPA Branches.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 4 4 8



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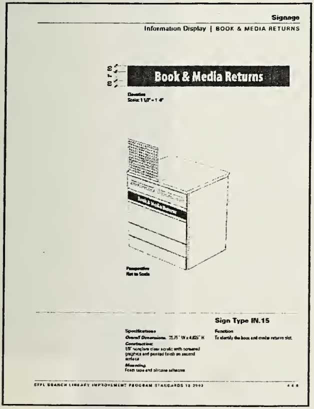
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Signage

Information Display | BOOK & MEDIA RETURNS

Elevation
Scale: 1 1/2" = 1'-0"

Perspective
Not to Scale

Sign Type IN.15

Specifications
Overall Dimensions: 25.75" W x 4.625" H
Construction:
1/8" non-glare clear acrylic with screened graphics and painted finish on second surface
Mounting:
Foam tape and silicone adhesive

Function
To identify the book and media returns slot.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 4 6 8

Thanks to all who participated

Susan Hildreth - City Librarian
Paul Underwood - Deputy City Librarian
Donna Corbeil - Chief of Branches
Marilyn M. Thompson, AIA - Bond Program Manager
Mindy Linetzky - Bond Program Administrator

Marie Fisher - Interior Design
Mike White - Ergonomics Consultant
Brooke Horan - Interior Designer
Kate Keating - Signage/Graphics Consultant
Stanton Klose - Signage/Graphics Consultant
Ellen Kim - Signage Graphics Consultant

Jennifer Wulfstat - Project Coordinator/Designer
Janet Mackinnon - Architect/Project Manager
Sylvia Kwan - Principal-in-Charge

Branch Library Task Force
and to all the Branch Librarians & Staff
who participated in this process

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003

San Francisco Branch Library Improvement Program Interior Design Standards

12.2003

BRANCH LIBRARY
IMPROVEMENT PROGRAM

MARIE
FISHER

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KwanHenmi

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Appendix D: Ancillary Products D.0

Introduction
EXECUTIVE SUMMARY

The San Francisco Public Branch Library Improvement Program Interior Design Standards intends to provide guidance and ensure that the vision and design objectives are implemented in all new SFPL Branch Library facilities and in modifications and renovations to existing branch facilities.

This document should be of practical use to planners, architects, interior designers, project managers, consultants, and contractors in the creation of scopes of work and as a checklist for projects both in the planning and implementation phases. These guidelines are not meant to limit the innovation or creativity of design teams but to reflect the results of workshops with SFPL management and staff wishing to improve efficiency and incorporate ergonomic design.

The goals reflected in these Standards are as follows:

- Design consistency reflecting module component approach to solve functional requirements for each Branch Library
- Provide ergonomic design solutions to provide healthy and comfortable work environments for both staff and public areas
- Assist staff to address a growing volume of materials to be processed and improve the efficiency of the processing areas
- Provide design flexibility by utilizing a vocabulary of component modules that may be accessorized in response to branch needs or preferences
- Provide quality of design in details and finishes that allow for a timeless look to highlight the collection and the staff/ public interaction
- Durability and ease of maintenance for a projected 20 – 30 year life span of the product to be specified
- Design signage for comfort – easy readability and identification of material
- Design the environment to enhance the experience

Workshops, interviews and research went into the development of these Standards. In particular, our team has produced a report documenting a workshop we held on July 11, 2003 which was open to the entire branch staff to solicit feedback and receive direction and priorities. This report along with other useful resources can be found in Appendix B: References. The Branch Improvement Program Team has a copy of this report.

The collaboration involved in the development of these Standards has created a unique and exciting system of modular components to allow customization for each Branch Library service area. The choices for public furniture represent the best quality in design that responds to Modern, Carnegie, and WPA Branch Libraries. The Signage Standards respond to the need for changeability with provisions made for "templates" that allow staff to change the signage with their own computer.

These Standards will remain a living document reflecting what works and what doesn't over time. Lessons learned will be reflected in subsequent revisions as the document is used to create each design and installation for each Branch Library in the system.

It is our intention as the collective design team involved with the development of these Standards to inspire the highest quality of design execution and we hope you enjoy the flexibility offered.

Introduction
GENERAL ERGONOMIC CONSIDERATIONS

The following ergonomics and workflow improvements are integrated into the standards development process to support the fit and function of the library staff with their environment. The intent of these ergonomics considerations is to enhance the comfort and efficiency of the staff and to reduce the likelihood of developing a work-related injury. These guidelines have been developed in concert with SFPL library administration and branch staff through a series of workshops to identify problems, generate ideas and test ergonomics concepts. The development process also entailed a review of ergonomics best practices and design interventions of dozens of other Library branch systems to determine which had the most influence in reducing ergonomics risk factors and producing desirable posture / motion outcomes. Additionally, this standard takes into account SFPL's consideration of adopting radio frequency identification (RFID) technologies in the future and the service modules in this standard have been designed to address this new technology. For this reason, a fairly conservative approach to ergonomics is proposed to facilitate future change with minimal obsolescence of furniture, fixtures and new electronic equipment, recognizing the ergonomics advantages RFID technology will bring in the near future.

- Enhance Reach to All Materials

Anthropometric measurements for a person's functional reach are applied to all horizontal surfaces, vertical storage and staging components. Particular attention is placed on all service counters to ensure that the surface designs allow the staff to reach books, materials and their equipment without posing awkward spine or upper limb postures. A motion arc of 21" about the shoulders is used to determine most counter dimensions / configurations, to optimize people's postures, their motion efficiency and the overall performance within a branch environment with potential space limitations.

- Maximize the Staff's Ability to Slide Materials

The library staff often handles thousands of books and media over the day in what is called a "pinch-grip", that is, they lift materials using the two long fingers and the opposing force of the thumb. This posture is very stressful on the muscle / tendon structures of the hand and when performed repetitively, it can pose a risk for developing hand / wrist disorders. This standard utilized the functional reach metrics mentioned above to allow the staff to rake and slide materials on counters with and open hand to reduce the need to grip items. Bins and carts and counters were also designed to enable people to transfer materials between them by sliding loads placed at similar heights. Thereto, the positioning of tools and equipment on the counter, embedded in the counter or floating above the counter was a method employed to allow sliding across surfaces rather than lifting materials. Lastly, the counter finish materials were selected to minimize friction to enhance sliding of books and media.

- Accommodate People's Sizes at All Service Points

Anthropometric benchmarks were applied to determine appropriate height settings for service counters, processing counters, shelving and workstation adjustment ranges. These included elbow heights for sitting, standing and perching positions to accommodate the greatest range of staff sizes working in these postures. Height adjustable tables set behind a tall transaction counter were selected for the Information counters to provide an optimal fit for librarians who can perform many hours of computer work at these stations. For the Circulation counters varied-height counters at 34" and 39" were applied to accommodate the general public and ADA. However, these counters can be utilized by staff for a very small female standing at the 34" counter or a large male perching on a stool at this height. In all staff and service areas we attempted to minimize the use of keyboard trays for height adjustment because of the difficulty they create in reaching items on the primary surface.

- Minimize Bending and Lifting to Process Materials

Bending to low book shelves, low tiers on carts, low counters or book bins placed on the floor are arguably one of the most common ergonomics complaints of the library staff. This standard includes specifications for furniture and fixtures intended to place materials at shin height (10 to 12" up) and above for all components that are frequently used by the staff. In all cases, bins, carts, trucks and counters were selected based on their ability to provide vertical assistance to the operator to minimize bending and lifting.

- Improve the Functional Effectiveness and Workflow

Alternate tools, fixtures and methods are presented in this standard for the staff to sort, stage and organize library materials to minimize the steps involved in processing and returning them to the collection shelves in a timely fashion. These include sorting returns directly to book trucks, staging and sorting "quick circ" materials to a pass-thru module for assembling trucks and even a pass-thru browser where items are just placed on a rack for the public to sift through. Other efficiency concepts include multi-sort book drops and streamlined counters for processing branch and inter-branch materials. In all cases, the branch staff should be involved in selecting alternative workflow methods that suit the branch size, their staffing and the volume of materials they handle.

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San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Mayor Gavin Newsom
Matt Gonzalez, President, Board of Supervisors
Aaron Peskin, Chair, Finance Committee
Charles Higueras, President, Library Commission
From: Susan Hildreth, City Librarian SH
Re: Proposition 14 applications
Date: January 20, 2004

I am proud to report that the San Francisco Public Library submitted five applications to the California State Library on January 16, 2004. The applications were for the renovation and expansion of the Richmond Branch Library and new buildings for Ingleside, Ortega, Portola and Visitacion Valley. The State will first complete an eligibility review and then a competitiveness review. We do not expect results until this summer.

Two applications were slightly modified after Board approval. We found that we could claim the appraised value of property purchased, not just the purchase price. In two cases, this adjustment meant that the City could apply for an amount greater that we had anticipated. Please see the following tables outlining the changes:

Ingleside Branch	Property	35% Local	65% State
12/16/03 version	$1,287,000 (purchase price)	$450,045	$836,955
1/16/004 version	$1,330,000 (appraised value)	$465,500	$864,500
Difference	$43,000	$15,455	$27,545

Vis Valley Branch	Property	35% Local	65% State
12/16/03 version	$2,200,000 (purchase price)	$770,000	1,430,000
1/16/04 version	$2,225,000 (appraised value)	$778,750	$1,446,250
Difference	$25,000	$8,750	$16,250

Please contact me if you need any further information.

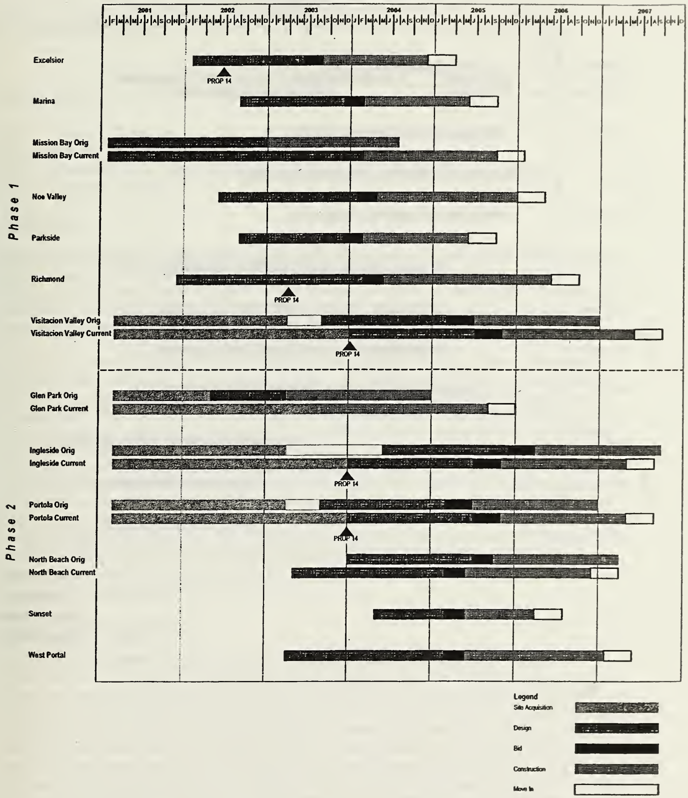
January 20, 2004

JOB #		Branch	BUDGET Baseline Budget (10/01)	BUDGET Approved Budget (10/03)	REVENUE – FUND STRATEGY City Prop. A Bonds	REVENUE – FUND STRATEGY State Prop. 14	REVENUE – FUND STRATEGY Other Sources	REVENUE – FUND STRATEGY Total All Sources	REVENUE – FUND STATUS Appropriated	REVENUE – FUND STATUS Total Available	EXPENDITURES/ENCUMBRANCES Actual 31-Dec-03 B	EXPENDITURES/ENCUMBRANCES New This Month
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,475,250	3,475,250	131,653	3,888
IN	7516A	Ingleside	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	2,044,885	83,426
PL	7519A	Portola	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	51,301	354
VV	7521A	Visitacion Valley	2,090,000	2,808,000	2,806,000	(4)		2,806,000	2,250,000	2,250,000	2,044,292	0
SC	7523A	Support Services	9,080,000	8,876,000	8,876,000			8,876,000	8,826,000	8,626,000	8,619,064	0
		SUBTOTAL	*16,480,000*	*19,105,000*	*17,205,000*	*1,900,000*	*0*	*19,105,000*	*18,346,250*	*18,346,250*	*12,891,095*	*87,668*
Phase 1 Projects												
EX	7526A	Excelsior	3,820,000	3,649,000	3,649,000	(4)		3,649,000	3,629,000	3,629,000	747,117	64,804
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	48,039	819
MB	7518A	Mission Bay	3,350,000	3,957,000	3,967,000			3,957,000	3,957,000	3,957,000	283,411	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,125	1,047,125	728,421	42,711
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,736,000	2,736,000	89,204	0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,600	989,494	25,803
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000	154,767	21,833
		SUBTOTAL	*29,430,000*	*28,598,000*	*21,498,000*	*4,700,000*	*2,400,000*	*28,598,000*	*15,406,750*	*15,406,750*	*3,018,453*	*155,970*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	489,942	1,109
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	865,000	534,437	251
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000	(4)		3,287,000	821,750	821,750	118	0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,314	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	27,912	2,642
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*	-	*15,096,000*	*5,796,375*	*5,796,375*	*1,100,538*	*4,002*
Phase 3 Projects												
BV	7629A	Bayview	3,820,000	3,629,000	3,629,000	(4)		3,629,000		0	18,690	0
EV	7530A	Eureka Valley	4,680,000	4,351,000	4,351,000			4,351,000		0	18,202	0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	(4)		3,382,000	350,000	350,000	66,553	41,356
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	24,702	0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*350,000*	*350,000*	*128,147*	*41,356*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	353,400	353,400	114,878	13,094
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*353,400*	*353,400*	*114,878*	*13,094*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	475,418	24,452
CS	7500A	Program Consultants	750,000	750,000	750,000			760,000	562,500	562,500	110,773	2,677
PM	7509A	City Program Management	3,600,000	3,600,000	3,800,000			3,600,000	1,013,822	1,013,822	865,528	55,740
RE	7502A	Real Estate Dept	120,000	235,281	235,281			235,281	235,281	235,281	235,281	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	79,843	4,153
RM	7504A	Program Interim Services		300,000					300,000	300,000	253,453	33,442
		Relocation & Moving Reserve	4,380,000	3,750,000	3,750,000			3,750,000				0
FE		Furniture & Equipment Reserv	15,000,000	18,000,000	0		16,000,000 (3)	18,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,622	290,051	0
SF		Program Reserve	1,875,000	4,243,219	4,243,219			4,243,219		0		0
		SUBTOTAL	*27,805,000*	*31,480,500*	*15,180,500*	*0*	*16,000,000*	*31,180,500*	*3,352,225*	*3,352,225*	*2,310,147*	*120,464*
TOTAL			**133,265,000**	**134,265,000**	**105,565,000**	**10,000,000**	**18,400,000**	**133,965,000**	**43,655,000**	**43,655,000**	**19,563,258**	**422,554**

(1)	not used
(2)	Earthquake Safety Program funds remaining for Branch Libraries
(3)	Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4)	Prop. 14 applications may be submitted for these projects

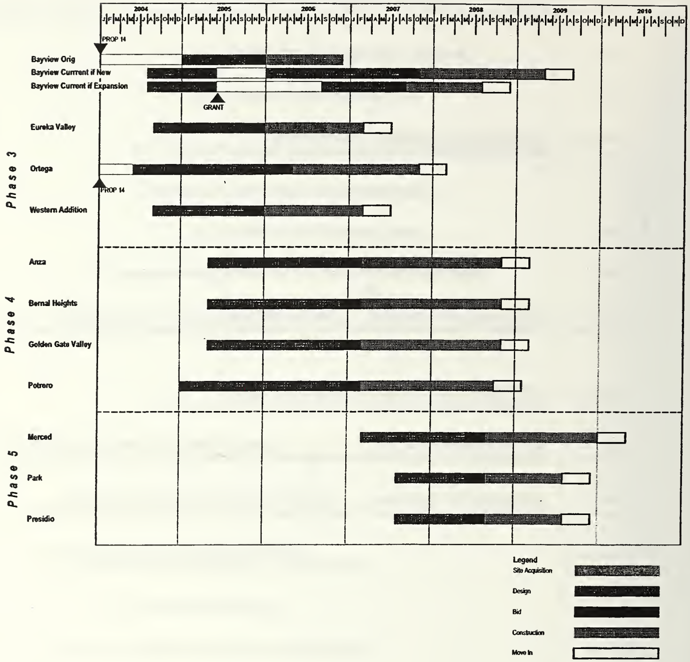
Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Funding for Expanded Scope for Parkside Branch Library
Date: January 20, 2004

Background

The Parkside Branch Library was scheduled for renovation during Phase I of the Branch Library Improvement Program. When Library staff began developing plans for the renovation, the community urged the Commission to expand their branch. Community members cited the current crowding at the branch and planned addition of a new elementary school in the vicinity to justify their request.

Thomas Hacker Architects, the architectural firm assigned to this project, was asked to prepare several schemes where square footage was added to the project. The results of this work were presented to the community on May 17, 2003; and the community was very supportive of the new concepts. The additional square footage (985 square feet) is estimated to add about $500,000 to the $2,736,000 currently budgeted for the Parkside renovation. Thomas Hacker Architects' concepts were presented to the Library Commission on June 26, 2003; and, although the Commissioners were supportive of expanding the Parkside Branch, they were concerned about where the additional funds to support the expanded project would come from. The Commission therefore deferred its decision on expanding the Parkside scope of work pending the results of the Library's grant application in Cycle 2 of the State Library Construction Bond Act. If successful the Library's grant application would have freed up funds identified for the Richmond Branch remodel for other uses within the bond program. Please see the attached Commission report dated June 23, 2003.

2003-2004 Library Budget

At the Board of Supervisors' budget hearing on the Library budget, the Budget Committee recommended that $500,000 of the Library's reserve funds be set aside for Improvements for Neighborhood Libraries. The full Board approved this action and these funds were set aside for use in the Branch Library Improvement Program. Because the funds identified by the Board of Supervisors were generated from reserves of the Library Preservation Fund, these funds carry certain restrictions. They may be used to provide library services and materials and to operate library facilities, but not for "bricks and mortar" capital construction. Therefore the funds that the Board of Supervisors set aside must be applied against costs within the Branch Library Improvement Program that relate to providing library services and materials or operating library services..

Results of State Library Construction Bonds, Cycle 2

In late October 2003, the State Library Construction Bond Board met and faced the difficult job of awarding these highly sought-after funds. In Cycle 2, the State had received 66 applications amounting to about $550 million. Sixteen projects were funded

at a value of $108.2 million. The State was planning to award up to $110 million in Cycle 2. The San Francisco Public Library's application for the expansion and renovation of the Richmond Branch Library was rated as Very Good but was not funded. Rankings for projects are as follows: outstanding, very good, acceptable, limitations.

Cycle 3 applications were due on January 16, 2004; and the San Francisco Public Library submitted five applications for the following projects: expansion and renovation of the Richmond Branch Library (resubmission with expanded and updated documents to reflect Cycle 2 assessment) and new buildings for Ingleside, Ortega, Portola and Visitacion Valley. $90 million will be allocated in this cycle, which is the last cycle; and announcements are not expected until this summer at the earliest. Given the need to coordinate the various Branch Library Improvement Program projects, it is not prudent to defer a decision on the Parkside expansion until the success of the Library's grant applications in Cycle 3 is known.

Recommendation for Scope and Funding for Parkside Branch Library Projects

The Library Commission and staff believe that an expansion in the scope of the Parkside Branch Library project to include a modest expansion of 985 square feet is warranted. This scope expansion is estimated to cost $500,000; and in order to expand the project scope, the additional funding must be identified. Library staff recommends the following:

- Move the Board of Supervisors' $500,000 reserve for Neighborhood Libraries into the Branch Library Improvement Program and allocate it to be used for the Relocation and Moving program. Because the Relocation and Moving program funds costs are associated with moving library operations, storing library materials and providing interim services when libraries are closed for renovation, it relates to library services and materials and library operations within the meaning of the Library Preservation Fund restrictions.

- Move $500,000 from the bond funds currently allocated to the Relocation and Moving program into the budget for the Parkside Branch Library to support an increase in the construction costs of the Parkside Branch Library project. (Please see the attached "Proposed Budget Revision – January 20, 2004".)

- Approve the budget adjustments and the increase in scope for the Parkside Branch Library.

The timeline for the Parkside Branch Library will have to be modified, as the West Portal Branch will undergo renovation and expansion prior to the Parkside closure. The original schedule had Parkside closing first, then West Portal closing, once Parkside reopened. The change in the branch closure sequence was a result of the Library's responding to Parkside community concerns. Currently, West Portal is being accelerated so that it should be completed by late 2006; and the Parkside project will follow West Portal's re-opening. Staff will prepare a modified timeline for future Commission approval.

Attachments

San Francisco Public Library

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian per for sh

Subject: **Revision of Project Scope for Parkside Branch Library**

Date: June 23, 2003

Background

The Parkside Branch Library is currently scheduled for a complete renovation as part of the Branch Library Improvement Program. The focus of the Branch Library Improvement Program is to renovate 19 branch libraries and to build five new branch libraries, four replacing currently leased facilities and one new branch library in Mission Bay. Although some renovation projects include small additions in order to accommodate seismic and ADA required modifications, the only branch that is scheduled for a significant expansion is the Richmond Branch Library. Expansions at other branches are minimal to none; for example, Western Addition Branch has no additional square footage planned at this time. The San Francisco Public Library has adopted, supported by the will of the voters (Proposition E passed in June 1994), a service strategy of many, fairly small, neighborhood libraries of typically about 6,000 square feet each. Proposition A, passed in November 2000, which created the Branch Library Improvement Program, did not include funding or a charge from citizens to provide significant additional square footage at existing, City-owned branches. Proposition A's charge for existing, City-owned branches was to make them seismically safe, ADA, and code compliant, with flexible infrastructure for current and future technology. In neighborhoods with branches in close proximity, additions were not anticipated to compensate for ADA and seismic improvements; for example, Parkside Branch is close to West Portal branch.

The Parkside Branch Library renovation project budget was initially set at $2,880,000. In 2001, all projects were reduced by 5% to create a reserve for the Branch Library Improvement Program in anticipation of not receiving $10 million in State Proposition 14 funding. This $10 million had been anticipated from the State when the funding amount for the Branch Library Improvement Program was determined by the City and proposed to the voters on the November 2000 ballot. With the 5% modification, the Parkside Branch Library renovation project budget is now $2,736,000.

Parkside Branch Library Project Planning

On September 28, 2002, a public kick-off meeting for the project was held at the branch The meeting was well-attended and members of the public made it clear that they wanted an expansion for the branch. Library staff acknowledged that clear desire and committed to the community to determine if the scope of the project could be modified.

As a result of a request for proposal process, several architectural firms were selected to work on the first of the branch library renovations, which included Parkside. Thomas Hacker Architects, a Portland, Oregon, firm that has done numerous renovations and new construction for the Multnomah County Library, was assigned to the Parkside project. The Library asked the architects to do an initial study to determine the most feasible options for expansion of the branch, given the limitations of the budget and property.

The Parkside Branch Library is on City-owned land that is under the jurisdiction of the Recreation and Parks Commission. The Library was given a footprint of land allocated for its use when the Parkside Branch Library was built. The footprint allows the library to extend to 23rd Street. The availability and configuration of land was considered by the architects in their expansion studies.

Supervisor Fiona Ma is supportive of an expansion of the Parkside Branch Library and has been helpful in facilitating meetings between interested members of the community, including representatives of the Parkside Library Expansion and Renovation Committee (PERC), and Library staff.

On May 17, 2003, another community meeting was held at the branch that was well-attended by the public. Representatives from Thomas Hacker Architects reviewed their studies and identified an expansion scheme of 985 square feet at an additional cost of about $500,000. The recommended expansion scheme is the most efficient use of space and existing building systems that retains the architectural character of the building and allows for the Branch Library Improvement Program's objectives to be fulfilled (seismic & ADA) while keeping the size of the existing collection intact. The consensus of the meeting attendees was that they preferred to attempt to go forward with the expansion. Please see the attached meeting handout and drawings. Staff supports the expansion concepts presented by Thomas Hacker Architects. Also, it was clearly stated that funds for the expansion are not currently included in the project scope. Staff suggested that the project scope be reviewed by the Library Commission at the Commission's June 26, 2003 meeting.

Key Issues

The Library Commission and staff are dedicated to gathering and responding to the interests and needs of the community regarding improvement of library services, and, therefore, take the request for a change in project scope seriously. At the same time, it is clear that the bond program is not yet fully funded. Because completion of the program is dependent on receiving $10 million from State Proposition 14 funding, and it is unknown at this time how much, if any, of that funding the City and County of San Francisco will receive, it is not fiscally prudent to increase any of the project scopes until more is known about the outcome of State funding proposals.

Currently, the Richmond Branch Library expansion and renovation project, ($4.6 million in State funding) is being considered for funding. The Library anticipates learning the outcome of that proposal by the fall of this year. The Library is preparing several project applications for the 3rd and final cycle of funding to be submitted in January 2004. The Library may apply for as much as $20 million more in projects, which could result in $13 million in State matching funds. A new State Library Construction Bond Act has been proposed for $2 - $4 billion which would allow projects that were deemed eligible in the 3rd round of Proposition 14 to be funded immediately from the new Bond Act. Of course, that measure must be placed on a State ballot and approved by a majority of voters, all of which is a significant challenge, given the current economic environment. Those interested in the Parkside Branch Library expansion are encouraged to actively support efforts to get the Richmond project funded and get the new bond on the ballot to ensure that their expansion could be funded as well.

Recommendation

Staff recommends that the Library Commission review the funds available to support the requested expansion of project scope for the Parkside Branch Library in relation to the outcome of the State Proposition 14 grant for the Richmond Branch Library expansion and renovation. Staff has prepared scenarios, discussed in detail in the Bond Program Budget Review, which indicate that the Parkside Branch Library expansion could be funded if the Richmond project is approved by the State.

In order to respond to the community's expansion requests, the original schedule for the Parkside Branch can no longer be met. Originally, the Parkside Branch Library was scheduled to reopen before West Portal closed. If the Commission decides to wait for a determination on the Richmond Branch Library grant application before beginning Parkside Branch Library design work, Parkside and West Portal will be closed at the same time. Therefore, we recommend West Portal design be accelerated as much as possible and Parkside construction be delayed until after West Portal re-opens. (See attached schedule)

Attachments:
- Conceptual Plan Studies dated May 17, 2003
- Needs Assessment & User Survey Findings
- Branch Library Program Summary Schedules Parkside Branch Expansion Option

San Francisco Public Library

Parkside Branch Library

Required Architectural Improvements

The citizens of San Francisco overwhelming passed a ballot measure in November 2000 that created the Branch Library Improvement Program. The ballot measure provided for bond funds to renovate 19 branch libraries to make them seismically safe, meet requirements of accessibility as provided in the Americans with Disabilities Act, and upgrade the electrical and telecommunications systems to insure the successful delivery of library services.

Needs Assessment – Preliminary Findings

Based on the information gathered from a community survey, a community meeting, current usage of branch and community demographics, the following service responses, in alphabetical order, are recommended as the service emphasis for the Parkside Branch Library: (Details regarding the survey and the community meeting are below and on the back of this page.)

> **Current Topics and Titles** – A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular culture and social trends and their desire for satisfying recreational experiences.
>
> **General Information** – A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.
>
> **Lifelong Learning** – A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

These service responses do not limit the age of the audience for whom services can or should be provided. Each service response can be implemented to meet the unique needs of children, teens, adults and seniors. According to the 2000 U.S. Census, 13.2% of community residents are children under the age of 14. Teens (ages 14 - 18) are 5.1% of the population. Adults (ages of 19 - 64) constitute 63.2%, while seniors age 65 and older are 18.7% of the Parkside community.

The service responses are also not limited to only one type of materials. The branch staff can, and will, provide books, audio-visual materials and electronic resources. Materials will be provided in English and Chinese. English is spoken at home by 44% of community residents over the age of 4, and Chinese is spoken at home by 36% community residents over the age of 4.

User Survey

During October 2002, library users who visited the Parkside Branch were asked to participate in a brief survey. The survey posed questions on four topics:

1. The types of services the respondents used
2. The relative importance of those services
3. The types of renovations the respondent wanted to see occur at the branch
4. The service improvements that the respondent wanted to see made.

Six hundred and eleven (611) completed surveys were returned and tabulated. Key findings in the survey were as follows:

- More than three fourths (75.4%) of the respondents visited the library once or more every month. Almost two thirds (64.6%) of the respondents visited the library every week.
- More than half (60.2%) of the respondents indicated that they came to the library to check our books.
- Almost one half (44.1%) of the respondents indicated that they came to the library to "read or study."
- More than three quarters (75.8%) of the respondents indicated a quiet reading area was very important or moderately important to them.
- Almost three quarters (73.6%) of the respondents indicated that having comfortable chairs was very important or moderately important to them.
- More than two thirds (67.3%) of the respondents indicated that magazines and newspapers were very important or moderately important to them
- Almost two thirds (65.2%) of the respondents indicated that a larger area for children was very important or moderately important to them.
- Almost two thirds (64.2%) of the respondents indicated that books and magazines for adult were very important or moderately important to them.
- Almost two thirds (63.9%) of the respondents indicated that a larger area for adults was very important or moderately important to them.
- Almost two thirds (61.9%) of the respondents indicated that a larger area for teens was very important or moderately important to them.
- Almost two thirds (61.9%) of the respondents indicated that having access to computers for Internet access.
- More than half (56.8%) of the respondents indicated that books and magazines for children were very important or moderately important to them.
- Half of the respondents (50.1%) of the respondents indicated that books and magazines for teens were very important or moderately important to them.
- Almost half (46.9%) of the respondents indicated that books on tape or books on CD were very important or moderately important to them.
- Almost half (46.6%) of the respondents indicated that books in languages other than English were very important or moderately important to them.

Community Meeting – September 28, 2002

At a community meeting on September 28, 2002, participants were asked their opinions of the Parkside Branch library building and the services the branch does or could provide.

Participants in that session indicated they liked the friendly staff, the programs offered for children, and the various types of materials such as books, books on tape, videos, DVDs and books in Chinese that were in the collection. They indicated they wanted more books and programs for adults and for children. They wanted more computers, comfortable seating and quiet study areas.

Participants indicated that the library was too crowded and that the library should be expanded. The natural light and view into the park were mentioned as features that should be preserved if the brary were to be expanded. Some participants thought the patio should be preserved, while others indicated that space should be considered for expansion.

SAN FRANCISCO PUBLIC LIBRARY
PARKSIDE BRANCH LIBRARY

CONCEPTUAL PLAN STUDIES
May 17, 2003

THOMAS HACKER
ARCHITECTS INC.

Project Team

Owner

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

Architect

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733 SW Oak Street, Suite 100
Portland OR 97205
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503.227.7818 fax

Associate Architect

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San Francisco, CA 94133
415.277.9500 phone
415.277.9505 fax

Index to Sheets

Current Plan with Existing Shelving Layout

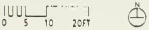
Remodel

Expansion (no Program Room)

Expansion with Program Room

Graphic Key

Shear / Concrete walls	▨
New Walls	▭
Property Line	▭



Key and Index

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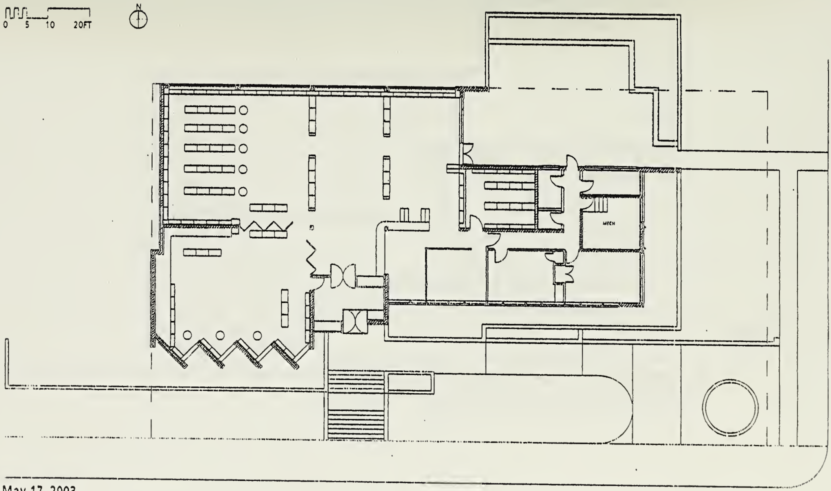
ARCHITECTS INC



May 17, 2003

Net Area (SF)	
Public Areas	3,697
Program Room	N/A
Work Areas	609
Staff Room	232
Total	4,538

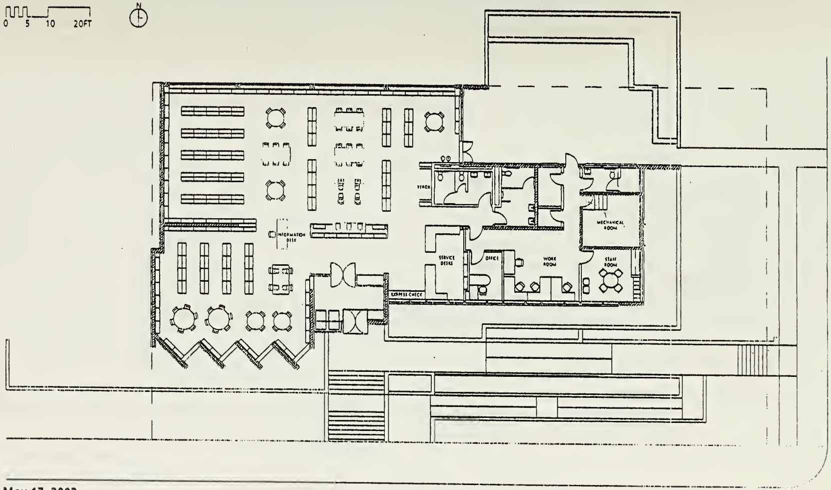
Gross Areas (SF)	
Original Building	5,890
Addition	N/A
Total	5,890
Ratio	0.77

Key Points

- Shelving shown includes paperback "spinners". Book bins not shown.

Current Plan with Existing Shelving Layout

THOMAS HACKER
ARCHITECTS INC.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5
10
20FT
N
XEROX
INFORMATION DESK
SERVICE DESKS
EXPRESS CHECK
OFFICE
WORK ROOM
MECHANICAL ROOM
STAFF ROOM

May 17, 2003

Net Area (SF)	
Public Areas	3,566
Program Room	N/A
Work Areas	629
Staff Room	174
Total	4,369

Gross Areas (SF)	
Original Building	5,890
Addition	N/A
Total	5,890
Ratio	0.74

Key Points

- Large Circulation Desk
- Entry to Restrooms exposed
- Re-do ramp to East for compliance
- Approximately 400 LF of programed shelving not included (this represents approximately 3500 volumes).
- Accommodates all seating requirements.
- No program room or private office.
- Fits current budget and schedule.

Remodel

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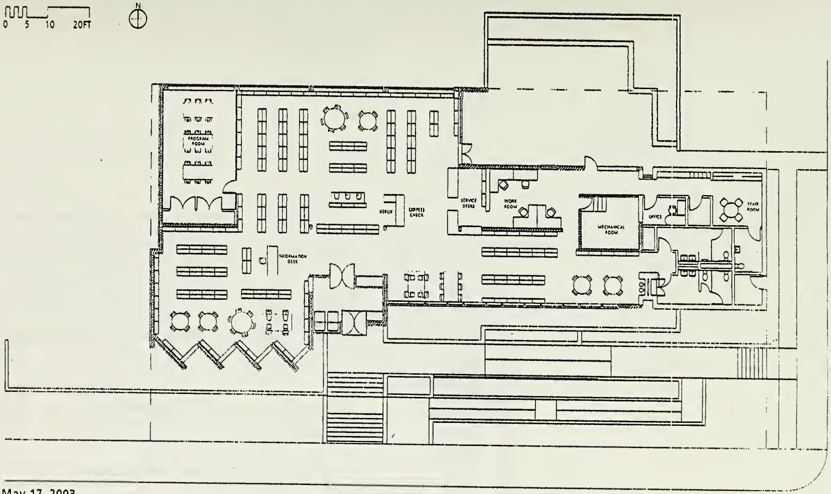
ARCHITECTS INC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PROGRAM ROOM
XEROX
EXPRESS CHECK
INFORMATION DESK
SERVICE DESKS
WORK ROOM
MECHANICAL ROOM
OFFICE
STAFF ROOM

May 17, 2003

Net Area (SF)	
Public Areas	3,892
Program Room	554
Work Areas	541
Staff Room	155
Total	5,142

Gross Areas (SF)	
Original Building	5,890
Addition	985
Total	6,875
Ratio	0.75

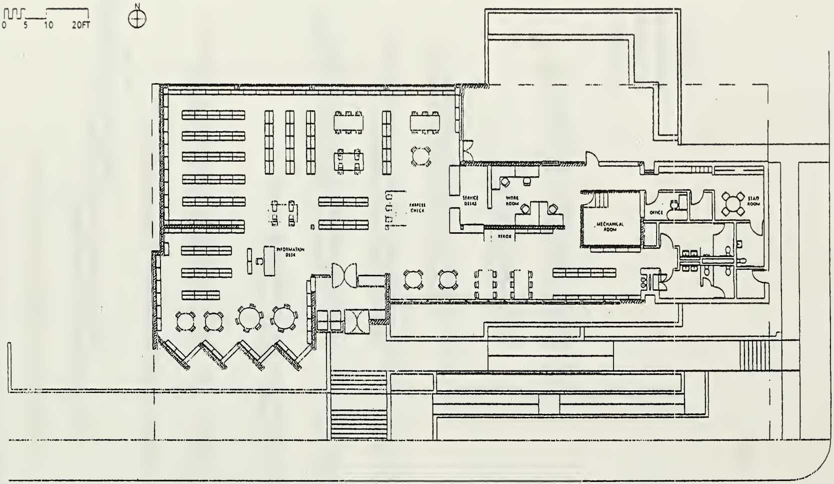
Key Points

. Addition to East.
. Re-do ramp to East for compliance
. Major shear wall affected.
. Includes program room.
Accommodates entire collection and seating requirement.
. Private entry to restrooms.
. Increased cost / schedule.

Expansion with Program Room

THOMAS HACKER
ARCHITECTS INC.

Expansion (no program room)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INFORMATION DESK
EXPRESS CHECK
SERVICE DESKS
WORK ROOM
XEROX
MECHANICAL ROOM
OFFICE
STAFF ROOM

May 17, 2003

Net Area (SF)	
Public Areas	4,440
Program Room	N/A
Work Areas	549
Staff Room	155
Total	5,144

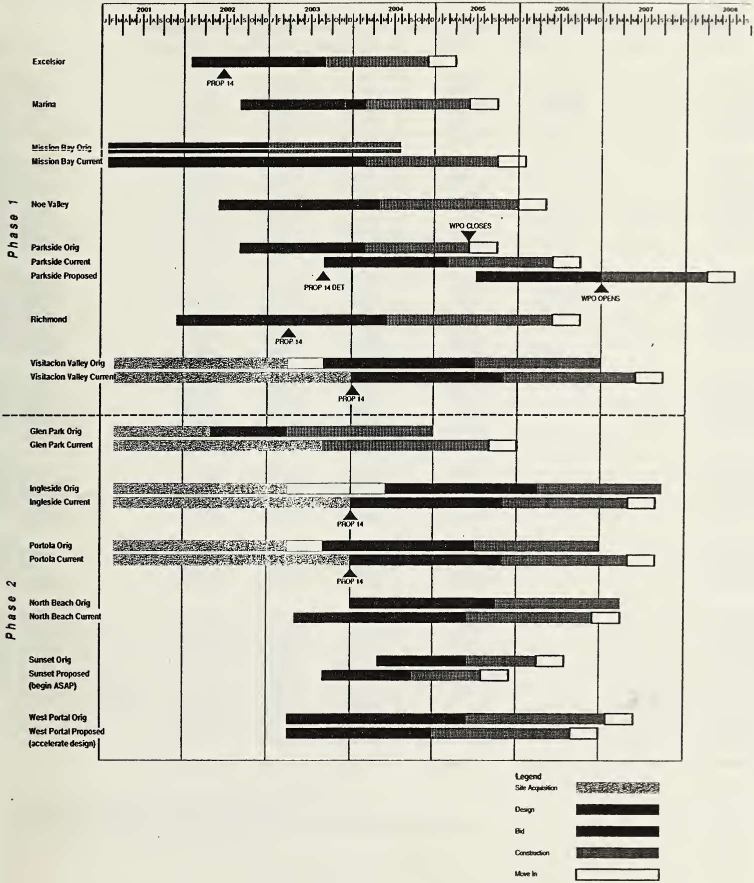
Gross Areas (SF)	
Original Building	5,890
Addition	985
Total	6,875
Ratio	0.75

Key Points

. Addition at east side of existing building.
. Re-do ramp to east for code compliance
. Major shear wall affected
. Does not include program room
. Accommodates entire collection and seating requirements.
. Private entry to restrooms
. Increased cost / schedule

THOMAS HACKER
ARCHITECTS INC.

Branch Library Program Summary Schedules



Phases 1-2
April 17, 2003

PROPOSED BUDGET REVISION-2000 Branch Library Improvement Bond Program

January 20, 2004

			BUDGET			REVENUE FUND STRATEGY			
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (10/03)	Proposed Budget (01/04)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources
se 0 Projects									
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	3,428,000	(4)		3,428,000
IN	7516A	Ingleside	1,770,000	2,225,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000
PL	7519A	Portola	1,770,000	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000
VV	7521A	Visitacion Valley	2,090,000	2,806,000	2,806,000	2,806,000	(4)		2,806,000
SC	7523A	Support Services	9,080,000	8,876,000	8,876,000	8,876,000			8,876,000
		SUBTOTAL	*16,480,000*	*19,105,000*	*19,105,000*	*17,205,000*	*1,900,000*	*0*	*19,105,000*
Phase 1 Projects									
EX	7525A	Excelsior	3,820,000	3,649,000	3,649,000	3,649,000	(4)		3,649,000
MA	7510A	Marina	4,110,000	3,904,500	3,904,500	3,904,500			3,904,500
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000	3,957,000			3,957,000
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500	4,189,500			4,189,500
PS	7512A	Parkside	2,880,000	2,736,000	3,236,000	3,236,000			3,236,000
RI	7513A	Richmond	7,630,000	7,141,500	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	3,020,500	(4)		3,020,500
		SUBTOTAL	*29,430,000*	*28,598,000*	*29,098,000*	*21,998,000*	*4,700,000*	*2,400,000*	*29,098,000*
Phase 2 Projects									
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	1,253,000	(4)		1,253,000
IN	7517A	Ingleside	2,800,000	2,618,000	2,618,000	918,000	1,700,000 (4)		2,618,000
PL	7520A	Portola	2,800,000	2,618,000	2,618,000	918,000	1,700,000 (4)		2,618,000
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000	3,287,000	(4)		3,287,000
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500	1,415,500			1,415,500
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500	3,904,500			3,904,500
		SUBTOTAL	*17,460,000*	*15,096,000*	*15,096,000*	*11,696,000*	*3,400,000*	-	*15,096,000*
Phase 3 Projects									
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000	3,629,000	(4)		3,629,000
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000	4,351,000			4,351,000
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	3,382,000	(4)		3,382,000
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500	3,258,500			3,258,500
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*
Phase 4 Projects									
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000	4,503,000			4,503,000
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500	5,082,500			5,082,500
GG	7535A	Golden Gate Valley	5,340,000	5,073,000	5,073,000	5,073,000			5,073,000
	7536A	Potrero	4,230,000	4,018,500	4,018,500	4,018,500			4,018,500
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*
Phase 5 Projects									
ME	7537A	Merced	4,200,000	3,990,000	3,990,000	3,990,000			3,990,000
PK	7538A	Park	1,310,000	1,244,500	1,244,500	1,244,500			1,244,500
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500	1,453,500			1,453,500
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*
Program-Wide Services & Costs									
LM	7501A	Library Program Costs	800,000	800,000	800,000	800,000			800,000
CS	7500A	Program Consultants	750,000	750,000	750,000	750,000			750,000
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000	3,600,000			3,600,000
RE	7502A	Real Estate Dept	120,000	235,281	235,281	235,281			235,281
AR	7503A	Art Enrichment Program	0	302,000	302,000	302,000			302,000
RM	7504A	Program Interim Services	0	300,000	300,000	300,000			300,000
		Relocation & Moving Reserve	4,360,000	3,750,000	3,750,000	3,250,000		500,000 (1)	3,750,000
FE		Furniture & Equipment Reserv	15,000,000	16,000,000	16,000,000	0		16,000,000 (3)	16,000,000
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000	1,500,000			1,500,000
SF		Program Reserve	1,675,000	4,243,219	4,243,219	4,243,219			4,243,219
		SUBTOTAL	*27,805,000*	*31,480,500*	*31,480,500*	*14,980,500*	*0*	*16,500,000*	*31,480,500*
TOTAL			**133,265,000**	**134,265,000**	**134,765,000**	**105,865,000**	**10,000,000**	**18,900,000**	**134,765,000**

(1) Library Improvement Fund appropriated by Board of Supervisors FY03-04

(2) Earthquake Safety Program funds remaining for Branch Libraries

(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.

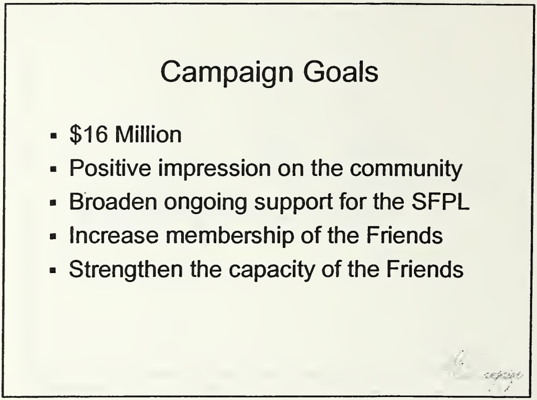
(4) Prop. 14 applications may be submitted for these projects

the NEIGHBORHOOD LIBRARY Campaign

Presented by the Friends of the San Francisco Public Library

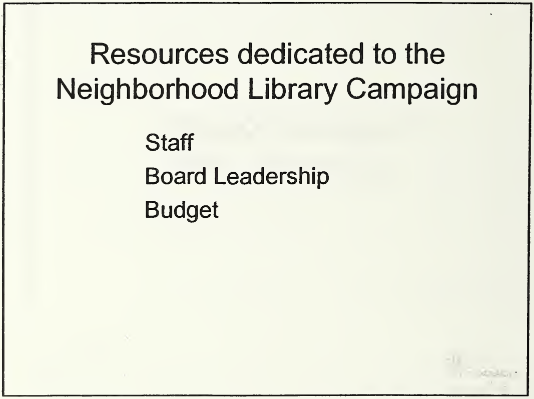
Progress Report

January 20, 2004



Campaign Goals

- $16 Million
- Positive impression on the community
- Broaden ongoing support for the SFPL
- Increase membership of the Friends
- Strengthen the capacity of the Friends



Resources dedicated to the Neighborhood Library Campaign

Staff
Board Leadership
Budget

Campaign Schedule: Preparation Phase

September – December 2002

- ✓ Cultivation
- ✓ Prospect Research
- ✓ Campaign Plan, Budget & Organization
- ✓ Marketing & Communication
- ✓ Friends Board

Progress Report: 2003

Activities

- ✓ **Recruit volunteer leadership**
  Campaign Cabinet & Honorary Committee members recruited
- ✓ **Determine look/message & set the tone**
  Campaign Case Statement, logo, name created
- ✓ **Secure financial commitments**
  $635,000 secured in 2003, ($824,000 in total raised to date)
- ✓ **Secure leadership gift commitments**
  Osher Foundation makes a gift of $350,000 with potential to finance at same levels for Phase II and III of construction
- ✓ **Roll out initial cluster of neighborhood campaigns**
  Excelsior, Glen Park and Mission Bay Campaigns begun in 2003

Progress Report: 2003

✓ **Cabinet**

Current members include: Steve Coulter, Deborah Doyle, Ellen Huppert, Jeff Lewy, John Maccabee, Jim Sutton

Committees (Committee recruitment delayed until 2004)

- Individual leadership gifts
- Corporate/business leadership gifts
- Community
- Marketing/communications

✓ **Honorary Committee**

Current Members include: Dale Carlson, Jim Hormel, Michael Krasny, Megan Levitan, Mig Mayer, Joe Rosenthal

✓ **Pay out to SFPL**

Letters of credit secured totaling $886,000

Progress Report: 2003

✓ Branch Allocation

✓ Gift Recognition

Neighborhood Library Campaign Challenges: 2004

- Economy
- Positioning the campaign as a cause worth supporting
- Competition from other capital campaigns
- Volunteer leadership recruitment
- Maximizing the political landscape
- Balancing program grants vs. capital grants with SFPL

Neighborhood Library Campaign: 2004

- Continue fundraising (foundation & corporations, individuals, local support)
- Continue volunteer recruitment and training
- Mount additional local neighborhood campaigns – by June 30, 2004, additional local campaigns in place in Marina, Sunset, Richmond, Noe Valley
- Acknowledge & steward donors
- Complete donor recognition system with Kate Keating Associates and SFPL
- Increase flow of press coverage regarding Neighborhood Library Campaign
- Continue prospect research

Meeting the Challenges

- Closely monitor Campaign schedule
- Negotiate non-capital grant support with SFPL
- Recruit individuals to Friends' Board with ties to philanthropy
- Raise Friends' visibility in the community

Involvement Needed by Commission

- Help identify, cultivate and solicit select donors
- Make a gift to the campaign that is personally significant
- Assume a presence in local and citywide campaign activities
- Provide feedback on key campaign policy issues to the Friends
- Strengthen relationship with SFPL and Friends to ensure BLIP runs smoothly

Thank You

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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MAR - 9 2004
SAN FRANCISCO
PUBLIC LIBRARY

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harles A. Higueras, A.I.A.
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arol Steiman
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, January 20, 2004.
(as approved February 19, 2004)
The San Francisco Public Library Commission held a regular meeting on Thursday, January 20, 2004, in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:07pm.

The following members were noted present: Commissioners Bautista, Chin, Coulter, Steiman, and Strobin. Commissioners Higueras and Streets were excused.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public commented that the minutes report on the Wall of Library Heroes lacked many important details of the discussion. This individual welcomed the New Business proposal for a discussion of the Prop. E (Library Preservation Fund 1994), commenting that efforts to direct expenditures of these funds to non-library uses were political. Mr. Peter Warfield commented that it was unfortunate that these minutes were so old and expressed the hope that the Commissioners do a better job of keeping up with past meeting minutes. Mr. Warfield also said that the Minutes had not been available prior to the meeting.

AGENDA ITEM #2 INTERIOR DESIGN STANDARDS PRESENTATION

City Librarian Susan Hildreth introduced discussion of the proposed Interior Design Standards for the Branch Library Improvement Program (BLIP), noting that the presentation was the result of 6 months hard work by the Library's Interior Design consultants Kwan Henmi in close cooperation with Donna Corbeil, Library Chief of Branches, and many branch library staff members. Additionally, it was reported that after gathering initial staff comments, Ms. Corbeil had convened a staff task force to work closely with the consultants and other branch library staff to refine and improve recommendations for the proposed standards. Ms. Hildreth then introduced Ms. Sylvia Kwan, the lead consultant, and design consultant Marie Fisher, and called attention to signage work contributed by Kate Keating Associates. The City Librarian called particular attention to and lauded the hard work provided and important contributions made by Mike White, the ergonomic specialist, who was unable to attend the meeting.

Ms. Kwan presented an extensive overview (copy attached) of the background research and extensive branch library staff involvement that formed the basis for developing the design standards and guidelines for what would be an every evolving project.
The goals were described as: to maintain flexibility; meet ergonomic and Americans

with Disabilities Act (ADA) requirements; and to be compatible for use with the entire range of branch library architectural styles from the early "Carnegie" and "WPA" (Works Progress Administration) buildings to the contemporary new buildings. Ms. Kwan noted that the proposed standards were based in current industry "best practices" and guided by the need to meet ergonomic standards, be practical and aesthetically appropriate, and be durable. Ms. Kwan noted that more than 100 branch library staff had participated in two sessions reviewing the proposed design standards. Regarding signage, it was reported that all would be modular and interchangeable as needed. Ms. Kwan concluded by pointing out that the proposed standards were to be viewed as a living evolving document designed to provide a guide in meeting needs identified by librarians and library staff.

Ms. Hildreth noted that binders containing the Design Standards proposal were available at the rear of the auditorium and at the Library Commission Office.

Public comment on AGENDA ITEM #2 INTERIOR DESIGN STANDARDS PRESENTATION

An anonymous member of the public commented that there were no explanatory documents listed for this item on the agenda and those provided consisted of a limited an amount of information. This person suggested that given what this person felt were previous bad experiences with interior design flaws in libraries; it was unfortunate that opportunity to critically review these documents was not possible prior to the discussion. Mr. Peter Warfield commented that he had attempted to obtain information concerning explanatory materials for this item earlier in the day but had been unable to do so. Mr. Warfield commented that he thought these to be very important documents and that the summaries provided did not provide enough specifics. Mr. Warfield also questioned the continuing role of the consultants: what had it cost; what were any ongoing costs; and what additional overall costs were involved? Mr. Warfield also wanted to know the names of the library staff members involved in this project. Ms. Sue Cauthen commented that the print used in the documents was difficult to read and suggested using a larger typeface in future.

Commission discussion of AGENDA ITEM #2 INTERIOR DESIGN STANDARDS PRESENTATION

In response to a question from Commissioner Bautista, the Friends' role in fundraising for branch library FF&E (furniture, fixtures, & equipment), and how budgets for each branch were configured was spelled out. In response to a question by Vice President Steiman, Ms. Hildreth discussed how the flexibility built into the proposed standards provided for a wide array of possible choices to be available among each of the three types of branch libraries, allowing for each branch to be distinctive. The City Librarian noted that there would be opportunities for the public to view suggested color palettes for use in branch libraries, but that the Excelsior Branch was the only one that had been prepared so far. In response to Commissioner Chin and Vice President Steiman's query concerning the durability and design safety features of some of the proposed types of chair designs, Ms. Kwan and Ms. Fisher pointed out that only well-tried existing design lines from well-established manufacturers were included in the Interior Design Standards. Commissioner Bautista observed that the Commission should trust the judgment of branch staff to best know their needs. Ms. Hildreth noted that both librarians and clerical staff had been involved in developing the standards. In response to questions by Commissioner Strobin concerning the adjustability of shelving and what kinds of fabrics were being considered for Teen areas, Ms. Kwan noted that the shelving was designed to be flexible and that all fabrics were carefully evaluated from existing well testing fabric lines known for durability. In response to a query by Commissioner Chin, it was noted that rest room design was a responsibility of each building's architect. In response a question by Vice President Steiman, Ms. Kwan noted that as a result of staff requests, countertops were surfaced with materials made from recycled currency that were warm to the touch. She noted these surfaces were durable and easily repaired.

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCT. 16, 2003

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCT. 16, 2003

An anonymous member of the public suggested that changes called for in the approval of the September meeting minutes had not been made and commented that a reference to comments made by Supervisor Peskin regarding a possible location for the North Beach Branch were inaccurately attributed. Mr. Peter Warfield found that there was a great need for improvement in theses Minutes calling attention to what he believed to be serious omissions in RFID related remarks attributed to Mr. Esteves, regarding the impact of changes in the proposed Mission Bay Branch, and regarding his comments on the Gift Policy.

Commission discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCT. 16, 2003

Vice President Steiman requested that the Secretary review the meeting's tape concerning the reference to Supervisor Peskin.

MOTION: Commissioner Bautista seconded Commissioner Strobin for approval of the Minutes of the regular Commission meeting of October 16, 2003 with any needed clarification of a comment attributed to Supervisor Peskin and deletion of a misplaced word.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin)

Vice President Steiman announced that she would next take up Agenda Item #8, the Bond Program Budget Review in order to accommodate community members from the Parkside neighborhood in attendance who wished to offer comment and to recognize Supervisor Ma.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #6 BOND PROGRAM BUDGET REVIEW (taken up 4th)

The City Librarian recognized Supervisor Fiona Ma in attendance at the meeting and thanked her for her support for the Library. The City Librarian reviewed the previous Library Commission discussions and original proposals for the renovation of the Parkside Branch Library, and presented an overview of the Board of Supervisors' action to set aside $500,000 from the Library's Budget Reserve for branch library improvements. Ms. Hildreth then outlined a proposed revision of the Branch Library Improvement Program (BLIP) design proposal for the Parkside Branch to allow for its expansion.

Ms. Hildreth pointed out that this was a somewhat unique case, where an expansion beyond what had been originally planned was merited. Ms. Hildreth outlined how money could be transferred from funds identified for relocation and moving expenses in the Branch Library Improvement Program (BLIP) budget to the Parkside Branch Budget. The City Librarian noted that the project timeline would change with West Portal moving up so as to be renovated and reopened by 2006 before Parkside was closed for its renovation and expansion.

Supervisor Fiona Ma thanked Ms. Hildreth for all of her hard work in responding to the community's needs. Supervisor Ma noted that with the expansion of nearby Lincoln High School and the opening of the Dianne Feinstein (formerly Parkside) Elementary School, the need for library services in that neighborhood would continue to grow. Supervisor Ma concluded with a recommendation that the Library Commissioners approve the proposed expansion of the Parkside Branch Library.

Public comment on AGENDA ITEM #6 BOND PROGRAM BUDGET REVIEW (taken up 4th)

An anonymous member of the public commented that there was no explanatory document listed although one was presented. This person observed that there had been various explanations for restrictions on the use of Library Preservation Fund monies that had varied from situation to situation. Ms. Eileen Booken, Sunset /Parkside Education in Action Committee noted that neighborhood petitions submitted previously had shown that the neighborhood fully supported the proposed expansion and thanked the Commissioners for their cooperation in that effort. Ms. Nancy Wuerful, a Parkside civic leader, expressed her appreciation for the Library's cooperation with the neighborhood and noted that a recent visit to the Parkside Branch had reminded her of how important the programs offered in the branch were to the children of the neighborhood. Ms. Wuerful noted that an expanded branch could better serve the community and thanked Supervisor Ma for her support for the neighborhood's wishes. Mrs. Susan Ryan, parent and Parkside resident, noted that her son, now a teen user, had been a regular branch user since he was small. Ms. Ryan called attention to the great need for more space for the community room as well as for books in the branch. Mr. Peter Warfield expressed satisfaction that the branch was expanding; but questioned how the expansion was being financed. Mr. Warfield also asked where the $500,000 had come from, and why funds needed to be shifted? Mr. Douglas Ryan, a teen user of the branch, expressed his gratitude that the Parkside Branch was being expanded noting that it would allow him more opportunity to read. Mr. Ryan requested that the Commissioners approve the proposed expansion.

Commission discussion of AGENDA ITEM #6 BOND PROGRAM BUDGET REVIEW (taken up 4th)

Commissioner Bautista found the proposed expansion of the Parkside Branch an excellent proposal, noting that there was a very great need for more room in this very busy branch. Commissioner Bautista also called attention to the strong neighborhood support for the expansion and noted that she wished even more could be done. Commissioner Coulter voiced support for the proposed expansion and asked if the Deputy City Attorney could comment on the funding process. Commissioner Coulter congratulated and commended the City Librarian, Deputy City Librarian and all of the Library staff involved for their extraordinary, tireless, and outstanding work in preparing and submitting five Cycle 3 Prop. 14 (State Library Bond) Applications.

Ms. Hildreth refreshed the Commissioners' memory concerning the circumstances of how a proposal by Supervisor Daley to transfer $1 million from the Library Preservation Fund's Budget Reserve to the San Francisco Unified School District for its libraries had eventually resulted in a Board of Supervisor's decision to allocate $500,000 for the Library to provide support for school libraries and $500,000 for branch libraries. The City Librarian noted that while the branch library funds were not earmarked for the Parkside Branch, it had been noted that this would be an appropriate use for these funds.

Deputy City Attorney Catharine Barnes explained the limited circumstances that under the rubric of providing ancillary or alternative library services, and where Library Preservation Fund monies and Branch Library Improvement Bond - 2000 monies served specific overlapping purposes, and where the total amount was within the limited amount of funds allowable for such a purpose; it was permissible for the Library to use such funds for bricks and mortar purposes. The Deputy City Attorney noted that under the City Charter, the Board of Supervisors had authority to direct the Library Commission to allocate these funds.

In response to a question by Commissioner Chin, Ms. Hildreth reported that there would be an extensive review of the Bond Program Budget next month. The City Librarian reiterated that this branch was, with the possible exception of the Western Addition Branch, the only branch library where an expansion beyond the original scope of the Bond Program was warranted. Responding to a comment by Vice President Steiman, the City Librarian cited library staff's focus on and hard work to preserve Library Budget Reserves for library uses. In answer to expressions of concern from Commissioner Chin, Ms. Hildreth citing the Visitacion Valley Branch as example, reported that BLIP projects, reverted to their original scope, could be funded even if insufficient Prop. 14 monies for the proposed expanded versions did not become available. Vice President Steiman noting even though she was very concerned about the availability of funding, said that she would vote for the proposed expansion as a way of keeping these funds for Library use. Vice President Steiman then asked, noting that a member of the Board of Supervisors was attending the meeting, that she carry back word to her colleagues, "that the library reserve was there because we know we will never get any more money from the City, and we (the Commissioners) wanted to be sure to be able to fulfill the commitment for expanded library hours made in Prop. E." Vice President Steiman observed that was a very bad precedent to remove reserve funds this way, but that she was glad that Supervisor Ma had found this way to preserve the funds for the Library.

MOTION: Commissioner Bautista, seconded by Commissioner Strobin, for approval of the proposed reallocation of funds in the budget to permit the expansion of the Parkside branch Library.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #4 APPROVAL OF THE MINUTES OF NOV. 13, 2003 (taken up 5th)

Public comment on AGENDA ITEM #4 APPROVAL OF THE MINUTES OF NOV. 13, 2003 (taken up 5th)

An anonymous member of the public suggested that these minutes lacked the required Public Comment Summary statements and cited inaccuracies and omissions in the reported discussions of the Prop. 14 Applications. Mr. Peter Warfield commented that these Minutes left out important discussions and criticized references to the various application forms and selected attachments as the Prop. 14 Applications in the text. Mr. Warfield also noted his comments concerning the lack of opportunity to review explanatory materials in advance and some cited comments by the City Librarian were not included in the draft text.

Commission discussion of AGENDA ITEM #4 APPROVAL OF THE MINUTES OF NOV. 13, 2003 (taken up 5th)

Commissioner Chin again urged that the Minutes be brief. The Deputy City Attorney noted that the Minutes reporting of detail exceeded the requirements of the law.

MOTION: Commissioner Bautista seconded Commissioner Chin by for approval of the Minutes of the special Commission meeting of November 13, 2003.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin).

AGENDA ITEM #5 APPROVAL OF THE MINUTES OF NOV. 20, 2003 (taken up 6th)

Public comment on AGENDA ITEM #5 APPROVAL OF THE MINUTES OF NOV. 20, 2003 (taken up 6th)

An anonymous member of the public observed that there were a number of issues with these minutes, commenting that correction of inaccuracies cited by members of the public was not being done. This person then discussed a handout that that they had distributed to the Commissioners, noting their handout had not been included in the attachments to the Minutes, and that the Minutes were often unreadable. Mr. Peter Warfield commented that he had never requested verbatim minutes but that he had requested corrections of what he found to be inaccuracies and that he felt that public comment was not accurately being summarized as required. Mr. Warfield commented that his analysis of the Richmond Branch Prop. 14 Application and a related report of a conference call with the State Bond evaluators about the application was not reported.

Commission discussion of AGENDA ITEM #5 APPROVAL OF THE MINUTES OF NOV. 20, 2003 (taken up 6th)

MOTION: Commissioner Chin, seconded Commissioner Strobin by for approval of the Minutes of the regular Commission meeting of November 20, 2003

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin).

AGENDA ITEM #6 APPROVAL OF THE MINUTES OF SPECIAL JOINT RECREATION & PARK AND Library COMMISSIONS MEETING OF NOV. 20, 2003 (taken up 6th)

Public comment AGENDA ITEM #6 APPROVAL OF THE MINUTES OF SPECIAL JOINT RECREATION & PARK AND Library COMMISSIONS MEETING OF NOV. 20, 2003 (taken up 6th)

Mr. Peter Warfield requested clarification of a public comment attributed to him to indicate that both the Parkside and North Beach Branch Libraries could potentially increase in size if they were relocated outside park property.

Commission discussion of AGENDA ITEM #6 APPROVAL OF THE MINUTES OF SPECIAL JOINT RECREATION & PARK AND Library COMMISSIONS MEETING OF NOV. 20, 2003 (taken up 6th)

MOTION: Commissioner Chin, seconded by Commissioner Strobin, for approval of the Minutes of the Special Joint Recreation & Park and Library Commissions meeting of November 20, 2003.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin).

AGENDA ITEM #7 BOND PROGRAM MANAGER'S REPORT

In the absence of Branch Library Improvement Program Manager Marilyn Thompson Deputy City Librarian Paul Underwood presented her usual reports, (copy attached).

Public comment on AGENDA ITEM #7 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public commented that the BLIP Manager's Report handouts were all but unreadable, but expressed appreciation for the update on the Library's Prop. 14 (State Library Bond Act) Applications. This person commented that they believed that the crucial question had not been asked, noting that this cycle was for the smallest amount of money with the largest number of applications. This person suggested that only the smallest percentage of applications would be successful. Mr. Peter Warfield also found the explanatory materials unreadable and suggested printing them in a bigger typeface would be helpful. Mr. Warfield then cited his cautionary remarks related to the Library's Prop. 14 Applications and asked again for details of the comments offered during a conference call between the Library and the state evaluators.

AGENDA ITEM #9 FRIENDS CAPITAL CAMPAIGN UPDATE REPORT (TAKEN UP 8TH)

Mr. Martín Gómez, Executive Director of the Friends of the San Francisco Public Library and the Friends' Ms. Kathy Bella, presented a detailed overview of the current status, proposed plans, and goals of the Friends of the Library's Capital Campaign for the Branch Libraries (copy attached).

Public comment on AGENDA ITEM #9 FRIENDS CAPITAL CAMPAIGN UPDATE REPORT (TAKEN UP 8TH)

None offered.

Commission discussion of AGENDA ITEM #9 FRIENDS CAPITAL CAMPAIGN UPDATE REPORT (TAKEN UP 8TH)

Commissioner Bautista found the campaign's planning impressive noting that it was crucial that training be an important element in achieving success in the campaign. Commissioner Bautista urged her colleagues to participate. Vice President Steiman reported that she was actively working on behalf of the Glen Park Branch and also encouraged her fellow Commissioners to participate in the campaign. Mr. Gómez called attention to the very active help and support that the Friends were receiving from Library administration and branch library staff.

AGENDA ITEM # 10 ADJOURNMENT

MOTION: Commissioner Bautista seconded Commissioner Chin that the meeting be adjourned.
ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Strobin)
The meeting was adjourned at 6:25pm.

Michael Housh, Commission Secretary 2/20/04

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Minutes of the Library Commission Meeting of January 20, 2004

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
January 20, 2004

Bond Program Manager's Report

Current Budget Report
& Summary Schedules

Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Community Outreach Update

Budget Report

Explanatory document:
Current Budget Report dated 1/20/04

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 VVA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281
  - 10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  - TODAY No changes

Schedule Report

Explanatory document:
Summary Schedule dated 4/17/03

Schedule Report

- Recap:

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised to reflect revised Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
TODAY No changes

Active Projects Reports

Active Projects Reports
New Construction

- Mission Bay
  - PS & A executed
  - Groundbreaking
- Glen Park
  - New Developer
  - Public Art

Active Projects Reports
New Construction

- Ingleside
  - Purchased
  - Prop 14 Application
  - Planning Dept. Applications / Approvals
  - Schematic Design Phase
  - Public Art
- Portola
  - Subdivision
  - Purchased
  - Prop 14 Application
  - Planning Dept. Applications / Approvals
  - Schematic Design Phase
  - Public Art

Active Projects Reports
New Construction

- Visitacion Valley
  - Purchased
  - Planning Dept. Applications / Approvals
  - Prop 14 Application
  - Conceptual Design Phase
  - On hold pending Prop 14
- Ortega
  - Prop 14 Application
  - Coordination with RPD & DCP

Active Projects Reports
Renovations

- Richmond
  - Prop 14 Determination & Re-submittal
  - Construction Documents Phase
- Excelsior
  - Award, NTP
  - Closed for Construction
  - Bookmobile - Hours of service: Tues, Thur, Sat 10-5; Wed 12-7 and Fri 1-5
- Noe Valley
  - Building Assessments
  - Schematic Design Phase

Active Projects Reports
Renovations

- Marina
  - Contract Negotiations (Tom Eliot Fisch / Field Paoli)
  - Conceptual Design
- Parkside
  - Expansion Option
- North Beach
  - Planning & Programming Phase
  - Contract Negotiations (Leddy Maytum Stacey)
  - Triangle Property

Active Projects Reports
Renovations

- Sunset
  - Contract Negotiations (Fougeron)
  - Community Survey
  - Landmark Status
  - Accelerated Schedule
- West Portal
  - Schematic Design Phase
  - Power Pole

Community Outreach Update

- Library meetings:

  12/3 Ortega Branch Library
  12/6 Visitacion Valley Branch Library
  12/14 Ingleside Demolition Party
  1/14 Glen Park Public Art Selection Panel

- Library invited:

  12/9 MLK Middle School PTA (Portola)
  1/17 Moscone Rec Center Community Meeting (Marina)

Community Outreach Update

- Related City Boards/Commissions:

  12/10 Finance Committee (Prop 14 Apps & Release of Reserve)
  12/16 Board of Sups (Prop 14 Apps)

- Web Site & Newsletter

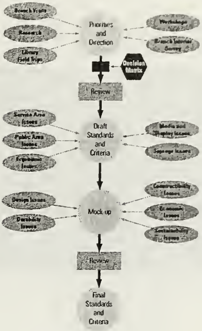
  www.sfpl.org/news/blip/improvementprogram.htm
  Newsletter issued quarterly

San Francisco Branch Library Improvement Program Interior Design Standards
12.2003

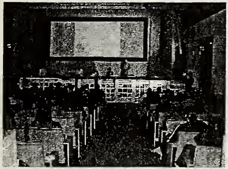
Kwan Henmi Architecture & Planning – Service Areas
Marie Fisher Interior Design – Public Areas
Mike White Consulting – Ergonomics
Kate Keating Associates, Inc - Signage

BRANCH LIBRARY
IMPROVEMENT PROGRAM

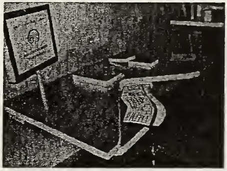
Process Flow Chart

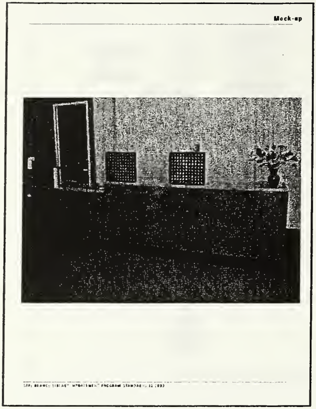

Branch Visits
Research
Library Field Trips
Priorities and Direction
Workshops
Branch Interior Survey
Decision Matrix
Review
Service Area Issues
Public Area Issues
Ergonomic Issues
Draft Standards and Criteria
Media and Display Issues
Signage Issues
Design Issues
Durability Issues
Mock up
Constructibility Issues
Economic Issues
Sustainability Issues
Review
Final Standards and Criteria

Workshop



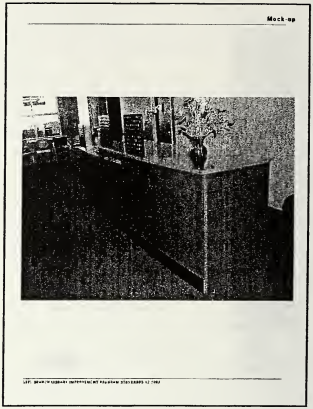
Workshop





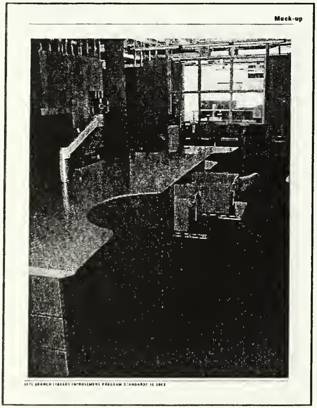
Mock-up

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Mock-up

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Mock-up

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003

Service Areas

Section 1

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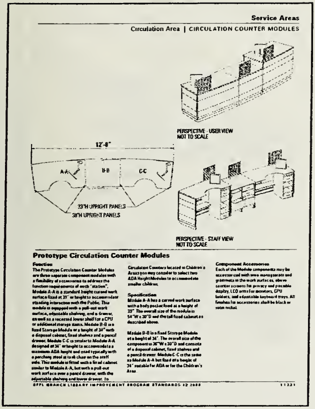
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Service Areas

Circulation Area | CIRCULATION COUNTER MODULES

PERSPECTIVE - USER VIEW
NOT TO SCALE

12'-8"

A-A

B-B

C-C

33"H UPRIGHT PANELS

38"H UPRIGHT PANELS

PERSPECTIVE - STAFF VIEW
NOT TO SCALE

Prototype Circulation Counter Modules

Function

The Prototype Circulation Counter Modules are three separate component modules with a flexibility of accessories to address the function requirements of each "station". Module A-A is a standard height curved work surface fixed at 39" or height to accommodate standing interaction with the Public. This module is equipped with a pull-out work surface, adjustable shelving, and a drawer, as well as a recessed lower shelf for a CPU or additional storage items. Module B-B is a Fixed Storage Module at a height of 34" with a disposal cabinet, fixed shelves and a pencil drawer. Module C-C is similar to Module A-A designed at 34" or height to accommodate a maximum ADA height and used typically with a perching stool or task chair on the staff side. This module is fitted with a fixed cabinet similar to Module A-A, but with a pull-out work surface over a pencil drawer, with the adjustable shelving and lower drawer. In Circulation Counters located in Children's Areas you may consider to select two ADA Height Modules to accommodate smaller children.

Specification

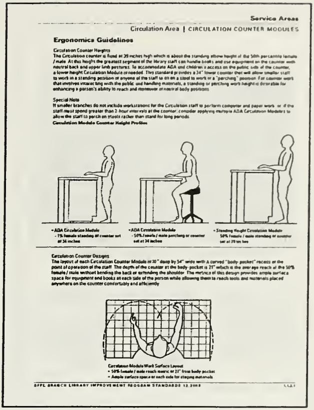
Module A-A has a curved work surface with a body pocket fixed at a height of 39". The overall size of the module is 54"W x 30"D and the tall fixed cabinet as described above.

Module B-B is a fixed Storage Module at a height of 34". The overall size of the component is 36"W x 30"D and consists of a disposal cabinet, fixed shelves and a pencil drawer. Module C-C is the same as Module A-A but fixed at a height of 34" suitable for ADA or for the Children's Area.

Component Accessories

Each of the Module components may be accessorized with wire management and grommets in the work surfaces, above counter screens for privacy and possible display, LCD arms for monitors, CPU holders, and adjustable keyboard trays. All finishes for accessories shall be black or satin nickel.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.1.2.1



Service Areas

Circulation Area | CIRCULATION COUNTER MODULES

Ergonomics Guidelines

Circulation Counter Heights

The Circulation counter is fixed at 39 inches high which is about the standing elbow height of the 50th percentile female / male. At this height the greatest segment of the library staff can handle books and use equipment on the counter with neutral back and upper limb postures. To accommodate ADA and children's access on the public side of the counter, a lower height Circulation Module is needed. This standard provides a 34" lower counter that will allow smaller staff to work in a standing position or anyone of the staff to sit on a stool to work in a "perching" position. For counter work that involves interacting with the public and handling materials, a standing or perching work height is desirable for enhancing a person's ability to reach and maneuver in neutral body positions.

Special Note

If smaller branches do not include workstations for the Circulation staff to perform computer and paper work, or if the staff must spend greater than 2 hour intervals at the counter, consider applying multiple ADA Circulation Modules to allow the staff to perch on stools rather than stand for long periods.

Circulation Module Counter Height Profiles

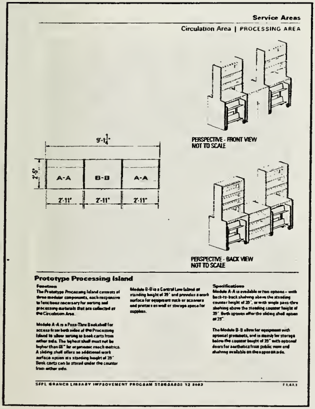
- ADA Circulation Module
  - 1% female standing at counter set at 34 inches
- ADA Circulation Module
  - 50% female / male perching at counter set at 34 inches
- Standing Height Circulation Module
  50% female / male standing at counter set at 39 inches

Circulation Counter Designs

The layout of each Circulation Counter Module is 30" deep by 54" wide with a curved "body-pocket" recess at the point of operation of the staff. The depth of the counter at the body-pocket is 21" which is the average reach of the 50% female / male without bending the back or extending the shoulder. The metrics of this design provides ample surface space for equipment and books at each side of the person while allowing them to reach tools and materials placed anywhere on the counter comfortably and efficiently.

Circulation Module Work Surface Layout
- 50% female / male reach metric of 21" from body pocket
- Ample surface space at each side for staging materials

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.1.2.1



Service Areas

Circulation Area | PROCESSING AREA

PERSPECTIVE - FRONT VIEW
NOT TO SCALE

9'-1¼"

2'-5"

A-A

B-B

A-A

2'-11"

2'-11"

2'-11"

PERSPECTIVE - BACK VIEW
NOT TO SCALE

Prototype Processing Island

Function

The Prototype Processing Island consists of three modular components, each responsive to functions necessary for sorting and processing materials that are collected at the Circulation Area.

Module A-A is a Pass-Thru Bookshelf for access from both sides of the Processing Island to allow sorting to book carts from either side. The highest shelf must not be higher than 68" for ergonomic reach metrics. A sliding shelf offers an additional work surface option at a standing height of 39". Book carts can be stored under the counter from either side.

Module B-B is a Central Low Island at standing height of 39" and provides a work surface for equipment such as scanners and printers as well as storage space for supplies.

Specifications

Module A-A is available in two options – with back-to-back shelving above the standing counter height of 39", or with single pass-thru shelving above the standing counter height of 39". Both options offer the sliding shelf option at 39".

The Module B-B allow for equipment with optional grommets, and is mainly for storage below the counter height of 39" with optional doors for aesthetics from public view and shelving available on the opposite side.

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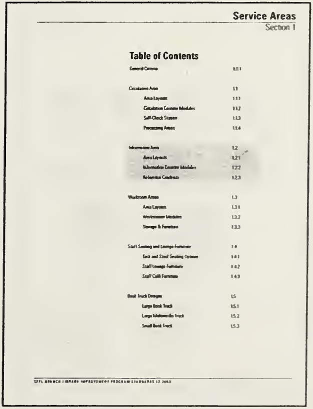

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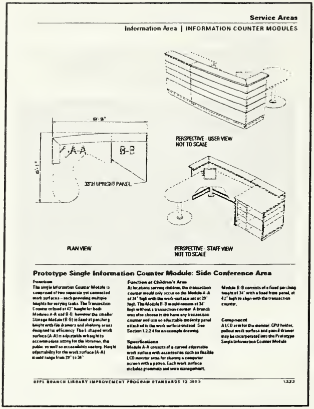
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003


Service Areas

Information Area | INFORMATION COUNTER MODULES

Prototype Single Information Counter Module: Side Conference Area

Function

The single Information Counter Module is comprised of two separate yet connected work surfaces – each providing multiple heights for varying tasks. The Transaction Counter is fixed at 42" height for both Modules A-A and B-B, however the smaller Storage Module (B-B) is fixed at perching height with file drawers and shelving areas designed for efficiency. The L-shaped work surface (A-A) is adjustable in height to accommodate sitting for the librarian, the public as well as accessibility seating. Height adjustability for the work surface (A-A) would range from 29" to 34".

Function at Children's Area

At locations serving children, the transaction counter would only occur on the Module A-A at 34" high with the work-surface set at 29" high. The Module B-B would remain at 34" high without a transaction counter. A branch may also choose to not have any transaction counter and use an adjustable modesty panel attached to the work surface instead. See Section 1.2.2.4 for an example drawing.

Specifications

Module A-A consists of a curved adjustable work surface with accessories such as flexible LCD monitor arms for sharing a computer screen with a patron. Each work surface includes grommets and wire management. Module B-B consists of a fixed perching height of 34" with a fixed free panel, at 42" high to align with the transaction counter.

Component

A LCD arm for the monitor, CPU holder, pullout work surface and pencil drawer may be incorporated into the Prototype Single Information Counter Module.

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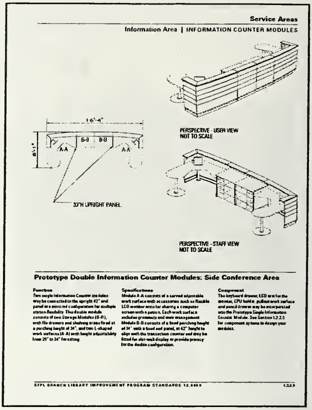
Service Areas

Information Area | INFORMATION COUNTER MODULES

Prototype Double Information Counter Modules: Side Conference Area

Function

Two single Information Counter modules may be connected to the upright 42" end panel in a mirrored configuration for multiple station flexibility. This double module consists of two Storage Modules (B-B), with file drawers and shelving areas fixed at a perching height of 34", and two L-shaped work surfaces (A-A) with height adjustability from 29" to 34" for sitting.

Specifications

Module A-A consists of a curved adjustable work surface with accessories such as flexible LCD monitor arms for sharing a computer screen with a patron. Each work surface includes grommets and wire management. Module B-B consists of a fixed perching height of 34" with a fixed end panel, at 42" height to align with the transaction counter and may be fitted for slat-wall display or provide privacy for the double configuration.

Component

The keyboard drawer, LCD arm for the monitor, CPU holder, pullout work surface and pencil drawer may be incorporated into the Prototype Single Information Counter Module. See Section 1.2.2.5 for component options to design your modules.

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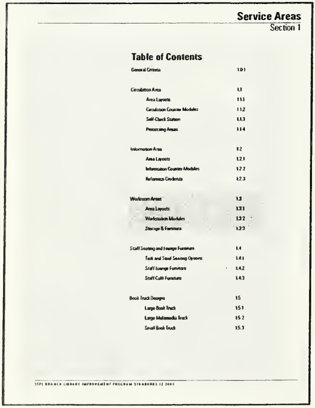
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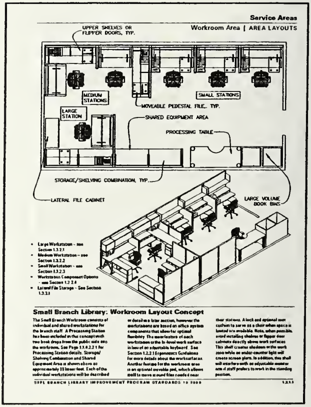

Service Areas

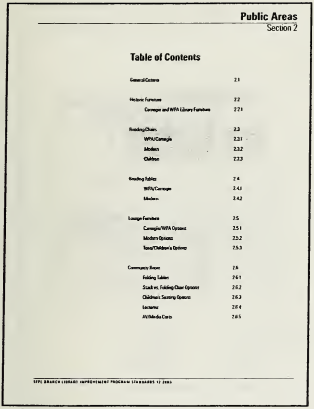
Workroom Area | AREA LAYOUTS

- Large Workstation - see Section 1.3.2.1
- Medium Workstation – see Section 1.3.2.2
- Small Workstation - see Section 1.3.2.3
- Workstation Component Options - see Section 1.2.2.4
- Lateral File Storage - See Section 1.3.3.1

Small Branch Library: Workroom Layout Concept

The Small Branch Workroom consists of individual and shared workstations for the branch staff. A Processing Station has been included in this concept with two book drops from the public side into the workroom. See Page 1.1.4.2.2.1 for Processing Station details. Storage/Shelving Combination and Shared Equipment Area is shown above as approximately 11 linear feet. Each of the individual workstations will be described in detail in a later section, however the workstations are based on office system components that allow for optimal flexibility. The main feature of each workstation is the bi-level work surface in lieu of an adjustable keyboard. See Section 1.2.2.1 Ergonomics Guidelines for more details about the worksurfaces. Another feature for the workroom area is an optional movable ped, which allows staff to move around files needed near their stations. A lock and optional seat cushion to serve as a chair when space is limited are available. Note, when possible, avoid installing shelves or flipper door cabinets directly above work surfaces. This shelf creates shadows on the work zone while an under-counter light will create screen glare. In addition, this shelf will interfere with an adjustable monitor arm if staff prefers to work in the standing position.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 1.3.1.1



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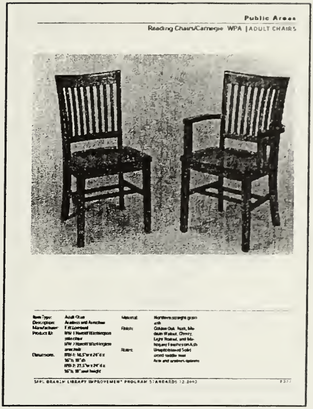
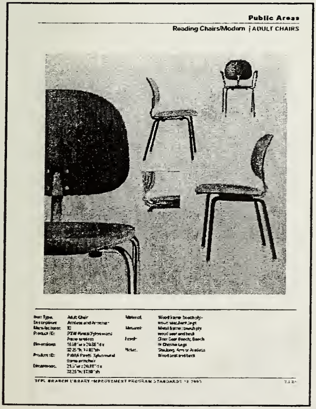


Public Areas
Reading Chairs/Carnegie WPA | ADULT CHAIRS

Item Type: Adult Chair
Description: Armless and Armchair
Manufacturer: F.W. Lombard
Product ID: HW 1 Harold Washington side chair
HW 2 Harold Washington armchair
Dimensions: HW-1: 16.5"w x 26"d x 36"h, 18"sh
HW-2: 23.5"w x 24"d x 36"h, 18" seat height
Material: Northern straight grain ash
Finish: Golden Oak, Teak, Medium Walnut, Cherry, Light Walnut, and Mahogany finishes on Ash
Notes: Unupholstered Solid wood saddle seat
Arm and armless options

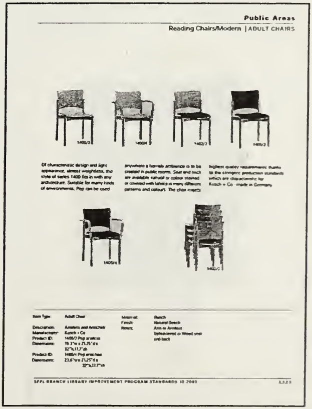
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Public Areas
Reading Chairs/Modern | ADULT CHAIRS

Item Type: Adult Chair
Description: Armless and Armchair
Manufacturer: [illegible]
Product ID: [illegible] wood frame armless
Dimensions: 18.58"w x 20.88"d x 32.25"h, 17.85"sh
Product ID: [illegible] metal frame armchair
Dimensions: 23.5"w x 20.88"d x 32.25"h, 17.88"sh
Material: Wood frame: beech plywood seat/back, legs
Material: Metal frame: beech ply wood seat and back
Finish: Clear Coat Beech; Beech or Chrome Legs
Notes: Stacking, Arm or Armless
Wood seat and back

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003

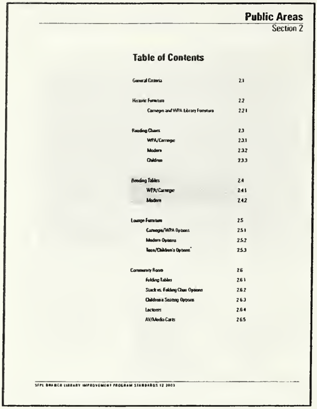


Public Areas
Reading Chairs/Modern | ADULT CHAIRS

Of characteristic design and light appearance, almost weightless, the style of series 1400 fits in with any architecture. Suitable for many kinds of environments. Pep can be used anywhere a homely ambience is to be created in public rooms. Seat and back are available natural or colour stained or covered with fabrics in many different patterns and colours. The chair meets highest quality requirements thanks to the stringent production standards which are characteristic for Kusch + Co - made in Germany.

Item Type: Adult Chair
Description: Armless and Armchair
Manufacturer: Kusch + Co
Product ID: 1400/2 Pep armless
Dimensions: 19.3"w x 21.25"d x 32"h, 17.7"sh
Product ID: 1400/4 Pep armchair
Dimensions: 23.6"w x 21.25"d x 32"h, 17.7"sh
Material: Beech
Finish: Natural Beech
Notes: Arm or Armless
Upholstered or Wood seat and back

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



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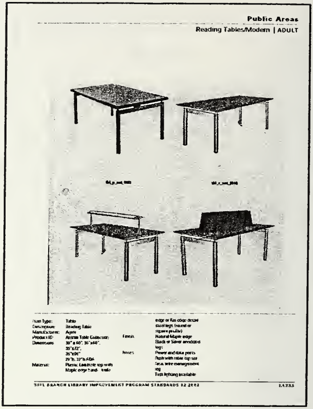
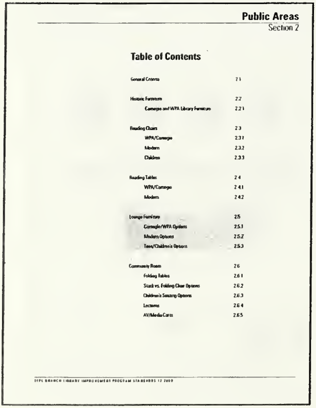


Item Type: Table
Description: Reading Table
Manufacturer: Agati
Product ID: Aurora Table Collection
Dimensions: 30" x 60", 36"x60", 36"x72", 36"x96"
29"h, 37"h ADA
Material: Plastic Laminate top with Maple edge band - knife edge or flat edge detail
steel legs (round or square profile)
Finish: Natural Maple edge
Black or Silver anodized legs
Notes: Power and data ports
flush with table top surface, wire management leg
Task lighting available



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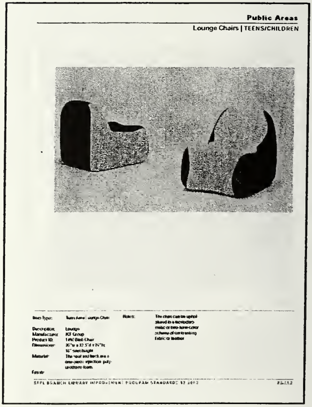
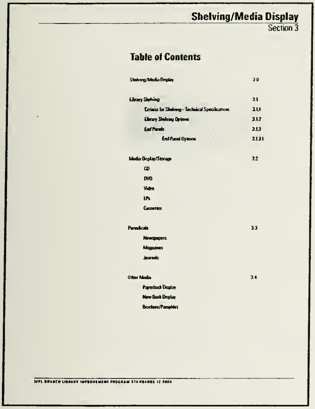


Item Type: Teen Area Lounge Chair
Description: Lounge
Manufacturer: ICF Group
Product ID: 1490 Blob Chair
Dimensions: 26"w x 32.5"d x 26"h
16" seat height
Material: The seat and back are a one-piece injection poly-urethane foam.
Finish:
Notes: The chair can be upholstered in a monochromatic or two-tone-color scheme of contrasting fabric or leather



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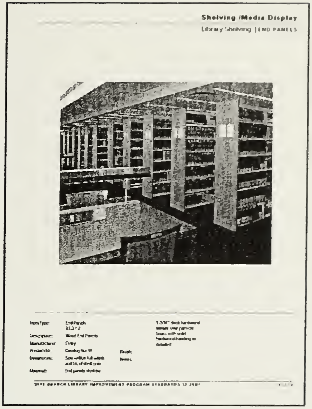

Shelving /Media Display
Library Shelving | END PANELS

Item Type:	End Panels 3.1.3.1.2		1-3/16" thick hardwood veneer over particle board with solid hardwood banding as detailed
Description:	Wood End Panels		
Manufacturer:	Estey		
Product ID:	Catalog No. W	Finish:	
Dimensions:	Size will be full width and ht. of shelf unit	Notes:	
Material:	End panels shall be		

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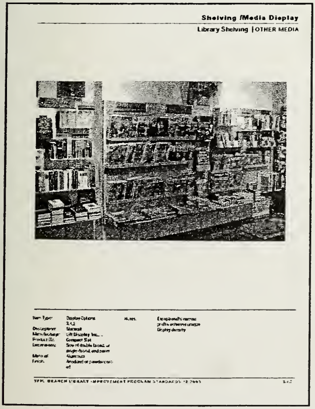
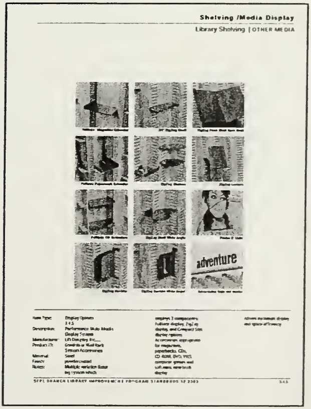


Shelving /Media Display
Library Shelving | OTHER MEDIA

Item Type:	Display Options 3.4.2	Notes:	Exceptionally narrow profile achieves unique display density
Description:	Slatwall		
Manufacturer:	Lift Display Inc.		
Product ID:	Compact Slat		
Dimensions:	Size of double faced or single-faced end panel		
Material:	Aluminum		
Finish:	Anodized or powder coated		

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 3.4.2



Shelving /Media Display
Library Shelving | OTHER MEDIA

Item Type:	Display Options 3.4.5	employs 3 components: Fullview display, Zig Zag display, and Compact Slim display options. Accessories appropriate for magazines, paperbacks, CDs, CD ROM, DVD, VHS computer games and software, new book display	Allows maximum display and space efficiency
Description:	Performance Multi-Media Display System		
Manufacturer:	Lift Display, Inc.		
Product ID:	Gondola or Wall Rack System Accessories		
Material:	Steel		
Finish:	powdercoated		
Notes:	Multiple variation framing system which		

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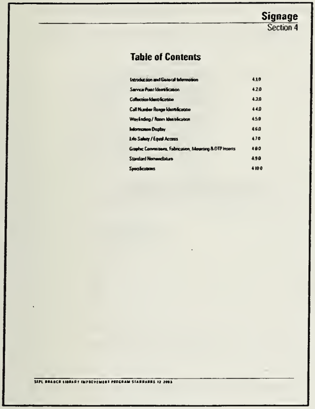

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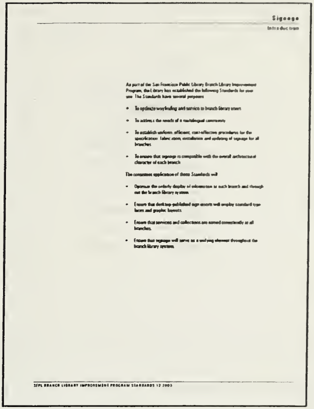


Signage
Introduction

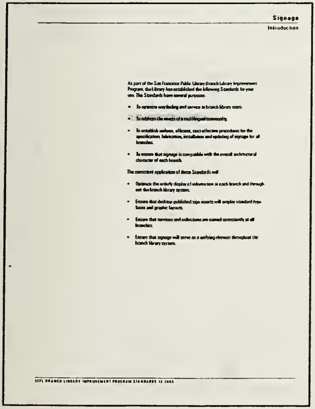
As part of the San Francisco Public Library Branch Library Improvement Program, the Library has established the following Standards for your use. The Standards have several purposes:

- To optimize wayfinding and service to branch library users
- To address the needs of a multilingual community.
- To establish uniform, efficient, cost-effective procedures for the specification, fabrication, installation and updating of signage for all branches.
- To ensure that signage is compatible with the overall architectural character of each branch.

The consistent application of these Standards will:

- Optimize the orderly display of information at each branch and throughout the branch library system.
- Ensure that desktop-published sign inserts will employ standard typefaces and graphic layouts.
- Ensure that services and collections are named consistently at all branches.
- Ensure that signage will serve as a unifying element throughout the branch library system.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



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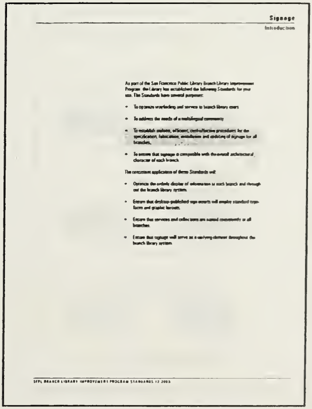

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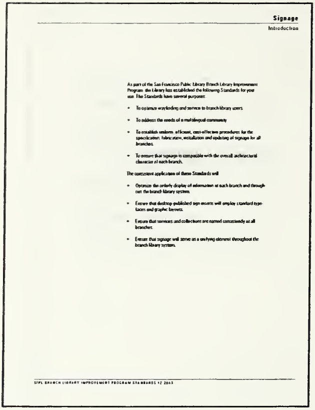

Signage

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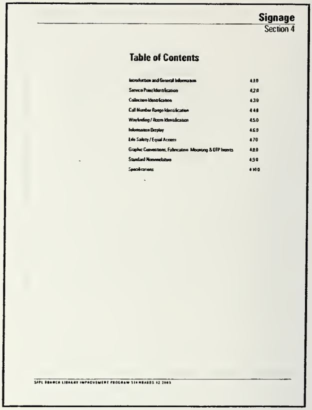
- To ensure that signage is compatible with the overall architectural character of each branch.

The consistent application of these Standards will:

- Optimize the orderly display of information at each branch and throughout the branch library system.
- Ensure that desktop-published sign inserts will employ standard typefaces and graphic layouts.
- Ensure that services and collections are named consistently at all branches.
- Ensure that signage will serve as a unifying element throughout the branch library system.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Signage

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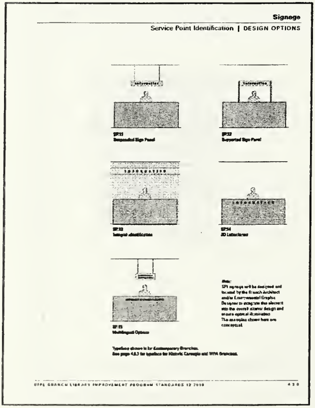
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Signage

Service Point Identification | DESIGN OPTIONS

SP.11
Suspended Sign Panel

SP.12
Supported Sign Panel

SP.13
Integral identification

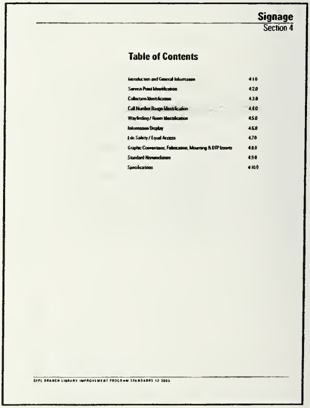
SP.14
3D Letterforms

SP.15
Multilingual Options

Note:
SPI signage will be designed and located by the Branch Architect and/or Environmental Graphic Designer to integrate this element into the overall interior design and ensure optimal illumination.
The examples shown here are conceptual.

Typeface shown is for Contemporary Branches.
See page 4.8.3 for typeface for Historic Carnegie and WPA Branches.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003 4.2.0



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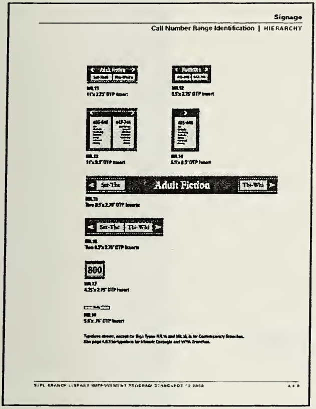
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Signage

Call Number Range Identification | HIERARCHY

11"x2.25" DTP Insert

8.5"x2.25" DTP Insert

11"x8.5" DTP Insert

5.5"x8.5" DTP Insert

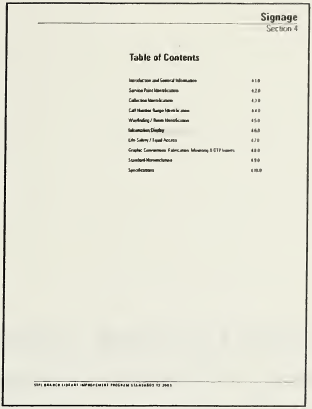
Two 8.5"x2.75" DTP Inserts

Two 8.5"x2.75" DTP Inserts

4.25"x2.75" DTP Insert

5.6"x.75" DTP Insert

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



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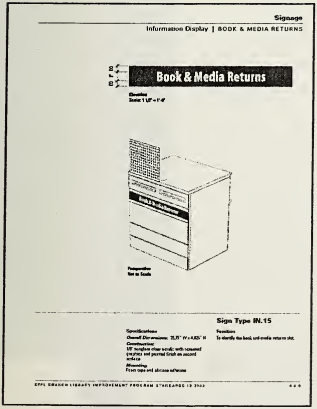
SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Signage

Information Display | BOOK & MEDIA RETURNS

Perspective
Not to Scale

Sign Type IN.15

Specifications

Overall Dimensions: 25.75" W x 4.825" H

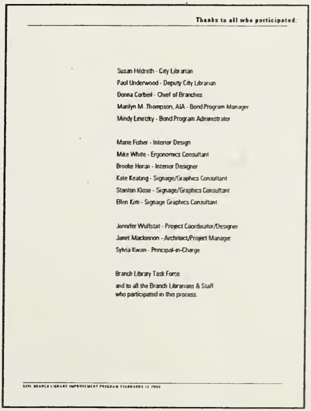
Construction:
1/8" nonglare clear acrylic with screened graphics and painted finish on second surface

Mounting:
Foam tape and silicone adhesive

Function

To identify the book and media returns slot.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003



Thanks to all who participated.

Susan Hildreth - City Librarian
Paul Underwood - Deputy City Librarian
Donna Corbeil - Chief of Branches
Marilyn M. Thompson, AIA - Bond Program Manager
Mindy Linetzky - Bond Program Administrator

Marie Fisher - Interior Design
Mike White - Ergonomics Consultant
Brooke Horan - Interior Designer
Kate Keating - Signage/Graphics Consultant
Stanton Klose - Signage/Graphics Consultant
Ellen Kim - Signage Graphics Consultant

Jennifer Wulfstat - Project Coordinator/Designer
Janet Mackinnon - Architect/Project Manager
Sylvia Kwan - Principal-in-Charge

Branch Library Task Force

and to all the Branch Librarians & Staff
who participated in this process.

SFPL BRANCH LIBRARY IMPROVEMENT PROGRAM STANDARDS 12 2003

San Francisco Branch Library Improvement Program Interior Design Standards
12.2003

BRANCH LIBRARY
IMPROVEMENT PROGRAM

MARIE
FISHER

KH
KwanHenmi

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Appendix B: References B.0

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Appendix D: Ancillary Products D.0

Introduction
EXECUTIVE SUMMARY

The San Francisco Public Branch Library Improvement Program Interior Design Standards intends to provide guidance and ensure that the vision and design objectives are implemented in all new SFPL Branch Library facilities and in modifications and renovations to existing branch facilities.

This document should be of practical use to planners, architects, interior designers, project managers, consultants, and contractors in the creation of scopes of work and as a checklist for projects both in the planning and implementation phases. These guidelines are not meant to limit the innovation or creativity of design teams but to reflect the results of workshops with SFPL management and staff wishing to improve efficiency and incorporate ergonomic design.

The goals reflected in these Standards are as follows:

- Design consistency reflecting module component approach to solve functional requirements for each Branch Library
- Provide ergonomic design solutions to provide healthy and comfortable work environments for both staff and public areas
- Assist staff to address a growing volume of materials to be processed and improve the efficiency of the processing areas
- Provide design flexibility by utilizing a vocabulary of component modules that may be accessorized in response to branch needs or preferences
- Provide quality of design in details and finishes that allow for a timeless look to highlight the collection and the staff/public interaction
- Durability and ease of maintenance for a projected 20 – 30 year life span of the product to be specified
- Design signage for comfort – easy readability and identification of material
- Design the environment to enhance the experience

Workshops, interviews and research went into the development of these Standards. In particular, our team has produced a report documenting a workshop we held on July 11, 2003 which was open to the entire branch staff to solicit feedback and receive direction and priorities. This report along with other useful resources can be found in Appendix B: References. The Branch Improvement Program Team has a copy of this report.

The collaboration involved in the development of these Standards has created a unique and exciting system of modular components to allow customization for each Branch Library service area. The choices for public furniture represent the best quality in design that responds to Modern, Carnegie, and WPA Branch Libraries. The Signage Standards respond to the need for changeability with provisions made for "templates" that allow staff to change the signage with their own computer.

These Standards will remain a living document reflecting what works and what doesn't over time. Lessons learned will be reflected in subsequent revisions as the document is used to create each design and installation for each Branch Library in the system.

It is our intention as the collective design team involved with the development of these Standards to inspire the highest quality of design execution and we hope you enjoy the flexibility offered.

Introduction
GENERAL ERGONOMIC CONSIDERATIONS

The following ergonomics and workflow improvements are integrated into the standards development process to support the fit and function of the library staff with their environment. The intent of these ergonomics considerations is to enhance the comfort and efficiency of the staff and to reduce the likelihood of developing a work-related injury. These guidelines have been developed in concert with SFPL library administration and branch staff through a series of workshops to identify problems, generate ideas and test ergonomics concepts. The development process also entailed a review of ergonomics best practices and design interventions of dozens of other Library branch systems to determine which had the most influence in reducing ergonomics risk factors and producing desirable posture / motion outcomes. Additionally, this standard takes into account SFPL's consideration of adopting radio frequency identification (RFID) technologies in the future and the service modules in this standard have been designed to address this new technology. For this reason, a fairly conservative approach to ergonomics is proposed to facilitate future change with minimal obsolescence of furniture, fixtures and new electronic equipment, recognizing the ergonomics advantages RFID technology will bring in the near future.

- Enhance Reach to All Materials

Anthropometric measurements for a person's functional reach are applied to all horizontal surfaces, vertical storage and staging components. Particular attention is placed on all service counters to ensure that the surface designs allow the staff to reach books, materials and their equipment without posing awkward spine or upper limb postures. A motion arc of 21" about the shoulders is used to determine most counter dimensions / configurations, to optimize people's postures, their motion efficiency and the overall performance within a branch environment with potential space limitations.

- Maximize the Staff's Ability to Slide Materials

The library staff often handles thousands of books and media over the day in what is called a "pinch-grip", that is, they lift materials using the two long fingers and the opposing force of the thumb. This posture is very stressful on the muscle / tendon structures of the hand and when performed repetitively, it can pose a risk for developing hand / wrist disorders. This standard utilized the functional reach metrics mentioned above to allow the staff to rake and slide materials on counters with and open hand to reduce the need to grip items. Bins and carts and counters were also designed to enable people to transfer materials between them by sliding loads placed at similar heights. Thereto, the positioning of tools and equipment on the counter, embedded in the counter or floating above the counter was a method employed to allow sliding across surfaces rather than lifting materials. Lastly, the counter finish materials were selected to minimize friction to enhance sliding of books and media.

- Accommodate People's Sizes at All Service Points

Anthropometric benchmarks were applied to determine appropriate height settings for service counters, processing counters, shelving and workstation adjustment ranges. These included elbow heights for sitting, standing and perching positions to accommodate the greatest range of staff sizes working in these postures. Height adjustable tables set behind a tall transaction counter were selected for the Information counters to provide an optimal fit for librarians who can perform many hours of computer work at these stations. For the Circulation counters varied-height counters at 34" and 39" were applied to accommodate the general public and ADA. However, these counters can be utilized by staff for a very small female standing at the 34" counter or a large male perching on a stool at this height. In all staff and service areas we attempted to minimize the use of keyboard trays for height adjustment because of the difficulty they create in reaching items on the primary surface.

- Minimize Bending and Lifting to Process Materials

Bending to low book shelves, low tiers on carts, low counters or book bins placed on the floor are arguably one of the most common ergonomics complaints of the library staff. This standard includes specifications for furniture and fixtures intended to place materials at shin height (10 to 12" up) and above for all components that are frequently used by the staff. In all cases, bins, carts, trucks and counters were selected based on their ability to provide vertical assistance to the operator to minimize bending and lifting.

- Improve the Functional Effectiveness and Workflow

Alternate tools, fixtures and methods are presented in this standard for the staff to sort, stage and organize library materials to minimize the steps involved in processing and returning them to the collection shelves in a timely fashion. These include sorting returns directly to book trucks, staging and sorting "quick circ" materials to a pass-thru module for assembling trucks and even a pass-thru browser where items are just placed on a rack for the public to sift through. Other efficiency concepts include multi-sort book drops and streamlined counters for processing branch and inter-branch materials. In all cases, the branch staff should be involved in selecting alternative workflow methods that suit the branch size, their staffing and the volume of materials they handle.

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San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Mayor Gavin Newsom
Matt Gonzalez, President, Board of Supervisors
Aaron Peskin, Chair, Finance Committee
Charles Higueras, President, Library Commission
From: Susan Hildreth, City Librarian SH
Re: Proposition 14 applications
Date: January 20, 2004

I am proud to report that the San Francisco Public Library submitted five applications to the California State Library on January 16, 2004. The applications were for the renovation and expansion of the Richmond Branch Library and new buildings for Ingleside, Ortega, Portola and Visitacion Valley. The State will first complete an eligibility review and then a competitiveness review. We do not expect results until this summer.

Two applications were slightly modified after Board approval. We found that we could claim the appraised value of property purchased, not just the purchase price. In two cases, this adjustment meant that the City could apply for an amount greater that we had anticipated. Please see the following tables outlining the changes:

Ingleside Branch	Property	35% Local	65% State
12/16/03 version	$1,287,000 (purchase price)	$450,045	$836,955
1/16/004 version	$1,330,000 (appraised value)	$465,500	$864,500
Difference	$43,000	$15,455	$27,545

Vis Valley Branch	Property	35% Local	65% State
12/16/03 version	$2,200,000 (purchase price)	$770,000	1,430,000
1/16/04 version	$2,225,000 (appraised value)	$778,750	$1,446,250
Difference	$25,000	$8,750	$16,250

Please contact me if you need any further information.

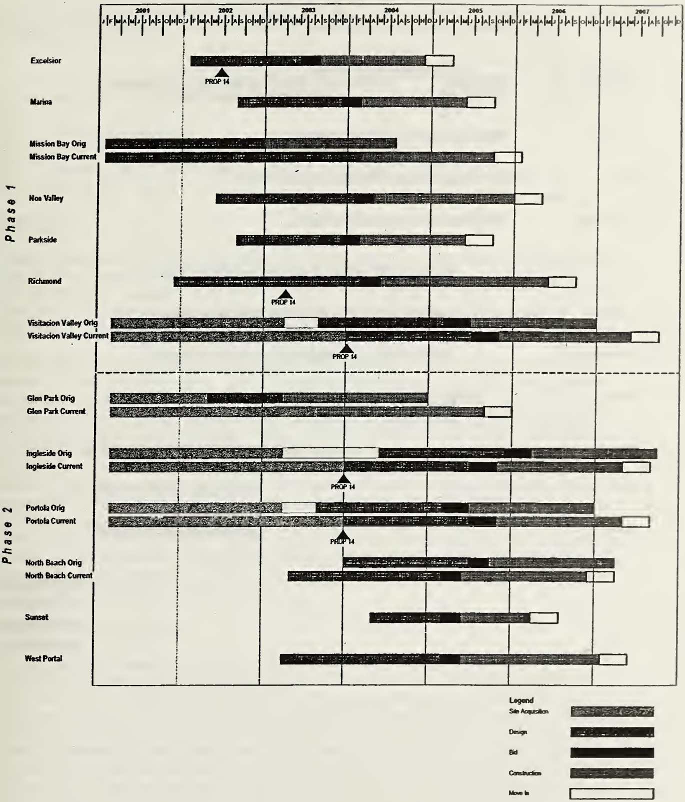
CU BUDGET REPORT-2000 Branch Library Improvement Bond Program
Ja , 2004

			BUDGET		REVENUE FUND STRATEGY				FUND STATUS		EXPENDITURES/ENCUMBRANCES	
JOB	#	Branch	Baseline Budget (10/01)	Approved Budget (10/03)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Dec-03 B	New This Month
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	(4)		3,428,000	3,475,250	3,475,250	131,553	3,888
IN	7518A	Ingleside	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	2,044,885	83,426
PL	7519A	Portola	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	51,301	354
VV	7521A	Visitacion Valley	2,090,000	2,808,000	2,805,000	(4)		2,808,000	2,250,000	2,250,000	2,044,292	0
SC	7523A	Support Services	9,080,000	8,876,000	8,876,000			8,876,000	8,828,000	8,626,000	8,819,064	0
		SUBTOTAL	*16,480,000*	*19,105,000*	*17,205,000*	*1,900,000*	*0*	*19,105,000*	*18,346,250*	*18,346,250*	*12,891,095*	*87,668*
Phase 1 Projects												
EX	7525A	Excelsior	3,520,000	3,849,000	3,549,000	(4)		3,549,000	3,629,000	3,529,000	747,117	54,804
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	48,039	819
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	263,411	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,125	1,047,125	728,421	42,711
PS	7512A	Parkside	2,880,000	2,736,000	2,736,000			2,736,000	2,735,000	2,735,000	89,204	0
RI	7513A	Richmond	7,830,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	989,494	25,803
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	520,000	154,787	21,833
		SUBTOTAL	*29,430,000*	*28,598,000*	*21,498,000*	*4,700,000*	*2,400,000*	*28,598,000*	*15,406,750*	*15,406,750*	*3,018,453*	*155,970*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	(4)		1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,518,000	655,000	555,000	489,942	1,109
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,518,000	555,000	855,000	534,437	251
NB	7526A	North Beach	3,450,000	3,287,000	3,287,000	(4)		3,287,000	821,750	821,750	118	0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,314	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	27,912	2,642
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*		*15,096,000*	*5,796,375*	*5,796,375*	*1,100,538*	*4,002*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,829,000	3,629,000	(4)		3,629,000		0	18,590	0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	18,202	*0*
OR	7531A	Ortega	3,550,000	3,382,000	3,382,000	(4)		3,382,000	350,000	350,000	58,553	41,358
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	24,702	*0*
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*350,000*	350,000	*128,147*	*41,356*
Phase 4 Projects												
AZ	7533A	Anze	4,740,000	4,503,000	4,503,000			4,503,000		*0*		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		*0*		0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7538A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	0	*0*	*18,677,000*	50,000	*50,000*	*0*	0
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		*0*
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		*0*		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	353,400	353,400	114,678	13,094
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*353,400*	*353,400*	*114,878*	*13,094*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	500,000	500,000	475,418	24,452
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	552,500	110,773	2,677
PM	7509A	City Program Management	3,500,000	3,800,000	3,800,000			3,500,000	1,013,822	1,013,822	555,525	55,740
RE	7502A	Real Estate Dept	120,000	235,251	235,251			235,281	235,281	235,281	235,281	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	79,843	4,153
RM	7504A	Program Interim Services		300,000					300,000	300,000	253,453	33,442
		Relocation & Moving Reserve	4,350,000	3,750,000	3,750,000			3,750,000				0
FE		Furniture & Equipment Reserv	15,000,000	18,000,000	0		16,000,000 (3)	16,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	335,622	338,822	290,051	0
SF		Program Reserve	1,875,000	4,243,219	4,243,219			4,243.219		*0*		0
		SUBTOTAL	*27,805,000*	*31,480,500*	*15,180,500*	*0*	*16,000,000*	*31,180,500*	3,352,225	*3,352,225*	*2,310,147*	*120.464*
TOTAL			**133,265,000**	**134,265,000**	**105,565,000**	**10,000,000**	**18,400,000**	**133,965,000**	**43,655,000**	**43,655,000**	**19,563,258**	**422,554**

(1) not used
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Prop. 14 applications may be submitted for these projects

Branch Library Program Summary Schedules

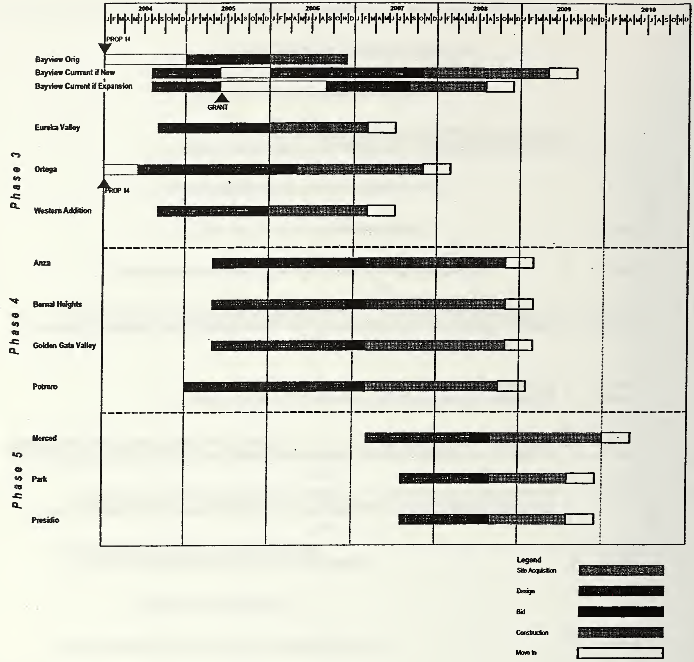
Monthly Bond Program Manager's Report



Phases 1-2
April 17, 2003

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



Phases 3-5
April 17, 2003

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Funding for Expanded Scope for Parkside Branch Library
Date: January 20, 2004

Background

The Parkside Branch Library was scheduled for renovation during Phase I of the Branch Library Improvement Program. When Library staff began developing plans for the renovation, the community urged the Commission to expand their branch. Community members cited the current crowding at the branch and planned addition of a new elementary school in the vicinity to justify their request.

Thomas Hacker Architects, the architectural firm assigned to this project, was asked to prepare several schemes where square footage was added to the project. The results of this work were presented to the community on May 17, 2003; and the community was very supportive of the new concepts. The additional square footage (985 square feet) is estimated to add about $500,000 to the $2,736,000 currently budgeted for the Parkside renovation. Thomas Hacker Architects' concepts were presented to the Library Commission on June 26, 2003; and, although the Commissioners were supportive of expanding the Parkside Branch, they were concerned about where the additional funds to support the expanded project would come from. The Commission therefore deferred its decision on expanding the Parkside scope of work pending the results of the Library's grant application in Cycle 2 of the State Library Construction Bond Act. If successful the Library's grant application would have freed up funds identified for the Richmond Branch remodel for other uses within the bond program. Please see the attached Commission report dated June 23, 2003.

2003-2004 Library Budget

At the Board of Supervisors' budget hearing on the Library budget, the Budget Committee recommended that $500,000 of the Library's reserve funds be set aside for Improvements for Neighborhood Libraries. The full Board approved this action and these funds were set aside for use in the Branch Library Improvement Program. Because the funds identified by the Board of Supervisors were generated from reserves of the Library Preservation Fund, these funds carry certain restrictions. They may be used to provide library services and materials and to operate library facilities, but not for "bricks and mortar" capital construction. Therefore the funds that the Board of Supervisors set aside must be applied against costs within the Branch Library Improvement Program that relate to providing library services and materials or operating library services..

Results of State Library Construction Bonds, Cycle 2

In late October 2003, the State Library Construction Bond Board met and faced the difficult job of awarding these highly sought-after funds. In Cycle 2, the State had received 66 applications amounting to about $550 million. Sixteen projects were funded

at a value of $108.2 million. The State was planning to award up to $110 million in Cycle 2. The San Francisco Public Library's application for the expansion and renovation of the Richmond Branch Library was rated as Very Good but was not funded. Rankings for projects are as follows: outstanding, very good, acceptable, limitations.

Cycle 3 applications were due on January 16, 2004; and the San Francisco Public Library submitted five applications for the following projects: expansion and renovation of the Richmond Branch Library (resubmission with expanded and updated documents to reflect Cycle 2 assessment) and new buildings for Ingleside, Ortega, Portola and Visitacion Valley. $90 million will be allocated in this cycle, which is the last cycle; and announcements are not expected until this summer at the earliest. Given the need to coordinate the various Branch Library Improvement Program projects, it is not prudent to defer a decision on the Parkside expansion until the success of the Library's grant applications in Cycle 3 is known.

Recommendation for Scope and Funding for Parkside Branch Library Projects

The Library Commission and staff believe that an expansion in the scope of the Parkside Branch Library project to include a modest expansion of 985 square feet is warranted. This scope expansion is estimated to cost $500,000; and in order to expand the project scope, the additional funding must be identified. Library staff recommends the following:

- Move the Board of Supervisors' $500,000 reserve for Neighborhood Libraries into the Branch Library Improvement Program and allocate it to be used for the Relocation and Moving program. Because the Relocation and Moving program funds costs are associated with moving library operations, storing library materials and providing interim services when libraries are closed for renovation, it relates to library services and materials and library operations within the meaning of the Library Preservation Fund restrictions.

- Move $500,000 from the bond funds currently allocated to the Relocation and Moving program into the budget for the Parkside Branch Library to support an increase in the construction costs of the Parkside Branch Library project. (Please see the attached "Proposed Budget Revision – January 20, 2004".)

- Approve the budget adjustments and the increase in scope for the Parkside Branch Library.

The timeline for the Parkside Branch Library will have to be modified, as the West Portal Branch will undergo renovation and expansion prior to the Parkside closure. The original schedule had Parkside closing first, then West Portal closing, once Parkside reopened. The change in the branch closure sequence was a result of the Library's responding to Parkside community concerns. Currently, West Portal is being accelerated so that it should be completed by late 2006; and the Parkside project will follow West Portal's re-opening. Staff will prepare a modified timeline for future Commission approval.

Attachments

San Francisco Public Library

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian per for sh

Subject: **Revision of Project Scope for Parkside Branch Library**

Date: June 23, 2003

Background

The Parkside Branch Library is currently scheduled for a complete renovation as part of the Branch Library Improvement Program. The focus of the Branch Library Improvement Program is to renovate 19 branch libraries and to build five new branch libraries, four replacing currently leased facilities and one new branch library in Mission Bay. Although some renovation projects include small additions in order to accommodate seismic and ADA required modifications, the only branch that is scheduled for a significant expansion is the Richmond Branch Library. Expansions at other branches are minimal to none; for example, Western Addition Branch has no additional square footage planned at this time. The San Francisco Public Library has adopted, supported by the will of the voters (Proposition E passed in June 1994), a service strategy of many, fairly small, neighborhood libraries of typically about 6,000 square feet each. Proposition A, passed in November 2000, which created the Branch Library Improvement Program, did not include funding or a charge from citizens to provide significant additional square footage at existing, City-owned branches. Proposition A's charge for existing, City-owned branches was to make them seismically safe, ADA, and code compliant, with flexible infrastructure for current and future technology. In neighborhoods with branches in close proximity, additions were not anticipated to compensate for ADA and seismic improvements; for example, Parkside Branch is close to West Portal branch.

The Parkside Branch Library renovation project budget was initially set at $2,880,000. In 2001, all projects were reduced by 5% to create a reserve for the Branch Library Improvement Program in anticipation of not receiving $10 million in State Proposition 14 funding. This $10 million had been anticipated from the State when the funding amount for the Branch Library Improvement Program was determined by the City and proposed to the voters on the November 2000 ballot. With the 5% modification, the Parkside Branch Library renovation project budget is now $2,736,000.

Parkside Branch Library Project Planning

On September 28, 2002, a public kick-off meeting for the project was held at the branch. The meeting was well-attended and members of the public made it clear that they wanted an expansion for the branch. Library staff acknowledged that clear desire and committed to the community to determine if the scope of the project could be modified.

As a result of a request for proposal process, several architectural firms were selected to work on the first of the branch library renovations, which included Parkside. Thomas Hacker Architects, a Portland, Oregon, firm that has done numerous renovations and new construction for the Multnomah County Library, was assigned to the Parkside project. The Library asked the architects to do an initial study to determine the most feasible options for expansion of the branch, given the limitations of the budget and property.

The Parkside Branch Library is on City-owned land that is under the jurisdiction of the Recreation and Parks Commission. The Library was given a footprint of land allocated for its use when the Parkside Branch Library was built. The footprint allows the library to extend to 23rd Street. The availability and configuration of land was considered by the architects in their expansion studies.

Supervisor Fiona Ma is supportive of an expansion of the Parkside Branch Library and has been helpful in facilitating meetings between interested members of the community, including representatives of the Parkside Library Expansion and Renovation Committee (PERC), and Library staff.

On May 17, 2003, another community meeting was held at the branch that was well-attended by the public. Representatives from Thomas Hacker Architects reviewed their studies and identified an expansion scheme of 985 square feet at an additional cost of about $500,000. The recommended expansion scheme is the most efficient use of space and existing building systems that retains the architectural character of the building and allows for the Branch Library Improvement Program's objectives to be fulfilled (seismic & ADA) while keeping the size of the existing collection intact. The consensus of the meeting attendees was that they preferred to attempt to go forward with the expansion. Please see the attached meeting handout and drawings. Staff supports the expansion concepts presented by Thomas Hacker Architects. Also, it was clearly stated that funds for the expansion are not currently included in the project scope. Staff suggested that the project scope be reviewed by the Library Commission at the Commission's June 26, 2003 meeting.

Key Issues

The Library Commission and staff are dedicated to gathering and responding to the interests and needs of the community regarding improvement of library services, and, therefore, take the request for a change in project scope seriously. At the same time, it is clear that the bond program is not yet fully funded. Because completion of the program is dependent on receiving $10 million from State Proposition 14 funding, and it is unknown at this time how much, if any, of that funding the City and County of San Francisco will receive, it is not fiscally prudent to increase any of the project scopes until more is known about the outcome of State funding proposals.

Currently, the Richmond Branch Library expansion and renovation project, ($4.6 million in State funding) is being considered for funding. The Library anticipates learning the outcome of that proposal by the fall of this year. The Library is preparing several project applications for the 3rd and final cycle of funding to be submitted in January 2004. The Library may apply for as much as $20 million more in projects, which could result in $13 million in State matching funds. A new State Library Construction Bond Act has been proposed for $2 - $4 billion which would allow projects that were deemed eligible in the 3rd round of Proposition 14 to be funded immediately from the new Bond Act. Of course, that measure must be placed on a State ballot and approved by a majority of voters, all of which is a significant challenge, given the current economic environment. Those interested in the Parkside Branch Library expansion are encouraged to actively support efforts to get the Richmond project funded and get the new bond on the ballot to ensure that their expansion could be funded as well.

Recommendation

Staff recommends that the Library Commission review the funds available to support the requested expansion of project scope for the Parkside Branch Library in relation to the outcome of the State Proposition 14 grant for the Richmond Branch Library expansion and renovation. Staff has prepared scenarios, discussed in detail in the Bond Program Budget Review, which indicate that the Parkside Branch Library expansion could be funded if the Richmond project is approved by the State.

In order to respond to the community's expansion requests, the original schedule for the Parkside Branch can no longer be met. Originally, the Parkside Branch Library was scheduled to reopen before West Portal closed. If the Commission decides to wait for a determination on the Richmond Branch Library grant application before beginning Parkside Branch Library design work, Parkside and West Portal will be closed at the same time. Therefore, we recommend West Portal design be accelerated as much as possible and Parkside construction be delayed until after West Portal re-opens. (See attached schedule)

Attachments:
- Conceptual Plan Studies dated May 17, 2003
- Needs Assessment & User Survey Findings
- Branch Library Program Summary Schedules Parkside Branch Expansion Option

San Francisco Public Library

Parkside Branch Library

Required Architectural Improvements

The citizens of San Francisco overwhelming passed a ballot measure in November 2000 that created the Branch Library Improvement Program. The ballot measure provided for bond funds to renovate 19 branch libraries to make them seismically safe, meet requirements of accessibility as provided in the Americans with Disabilities Act, and upgrade the electrical and telecommunications systems to insure the successful delivery of library services.

Needs Assessment – Preliminary Findings

Based on the information gathered from a community survey, a community meeting, current usage of branch and community demographics, the following service responses, in alphabetical order, are recommended as the service emphasis for the Parkside Branch Library: (Details regarding the survey and the community meeting are below and on the back of this page.)

> **Current Topics and Titles** – A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular culture and social trends and their desire for satisfying recreational experiences.
>
> **General Information** – A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.
>
> **Lifelong Learning** – A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

These service responses do not limit the age of the audience for whom services can or should be provided. Each service response can be implemented to meet the unique needs of children, teens, adults and seniors. According to the 2000 U.S. Census, 13.2% of community residents are children under the age of 14. Teens (ages 14 - 18) are 5.1% of the population. Adults (ages of 19 - 64) constitute 63.2%, while seniors age 65 and older are 18.7% of the Parkside community.

The service responses are also not limited to only one type of materials. The branch staff can, and will, provide books, audio-visual materials and electronic resources. Materials will be provided in English and Chinese. English is spoken at home by 44% of community residents over the age of 4, and Chinese is spoken at home by 36% community residents over the age of 4.

User Survey

During October 2002, library users who visited the Parkside Branch were asked to participate in a brief survey. The survey posed questions on four topics:

1. The types of services the respondents used
2. The relative importance of those services
3. The types of renovations the respondent wanted to see occur at the branch
4. The service improvements that the respondent wanted to see made.

Six hundred and eleven (611) completed surveys were returned and tabulated. Key findings in the survey were as follows:

- More than three fourths (75.4%) of the respondents visited the library once or more every month. Almost two thirds (64.6%) of the respondents visited the library every week.
- More than half (60.2%) of the respondents indicated that they came to the library to check our books.
- Almost one half (44.1%) of the respondents indicated that they came to the library to "read or study."
- More than three quarters (75.8%) of the respondents indicated a quiet reading area was very important or moderately important to them.
- Almost three quarters (73.6%) of the respondents indicated that having comfortable chairs was very important or moderately important to them.
- More than two thirds (67.3%) of the respondents indicated that magazines and newspapers were very important or moderately important to them
- Almost two thirds (65.2%) of the respondents indicated that a larger area for children was very important or moderately important to them.
- Almost two thirds (64.2%) of the respondents indicated that books and magazines for adult were very important or moderately important to them.
- Almost two thirds (63.9%) of the respondents indicated that a larger area for adults was very important or moderately important to them.
- Almost two thirds (61.9%) of the respondents indicated that a larger area for teens was very important or moderately important to them.
- Almost two thirds (61.9%) of the respondents indicated that having access to computers for Internet access.
- More than half (56.8%) of the respondents indicated that books and magazines for children were very important or moderately important to them.
- Half of the respondents (50.1%) of the respondents indicated that books and magazines for teens were very important or moderately important to them.
- Almost half (46.9%) of the respondents indicated that books on tape or books on CD were very important or moderately important to them.
- Almost half (46.6%) of the respondents indicated that books in languages other than English were very important or moderately important to them.

Community Meeting – September 28, 2002

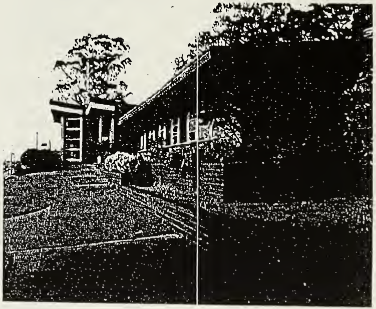
At a community meeting on September 28, 2002, participants were asked their opinions of the Parkside Branch library building and the services the branch does or could provide.

Participants in that session indicated they liked the friendly staff, the programs offered for children, and the various types of materials such as books, books on tape, videos, DVDs and books in Chinese that were in the collection. They indicated they wanted more books and programs for adults and for children. They wanted more computers, comfortable seating and quiet study areas.

Participants indicated that the library was too crowded and that the library should be expanded. The tural light and view into the park were mentioned as features that should be preserved if the rary were to be expanded. Some participants thought the patio should be preserved, while others ndicated that space should be considered for expansion.

SAN FRANCISCO PUBLIC LIBRARY
PARKSIDE BRANCH LIBRARY

CONCEPTUAL PLAN STUDIES
May 17, 2003



THOMAS HACKER
ARCHITECTS INC.

Project Team

Owner

San Francisco Public Library
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San Francisco, CA 94102-4733

Architect

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Associate Architect

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415.277.9505 fax

Index to Sheets

Current Plan with Existing Shelving Layout

Remodel

Expansion (no Program Room)

Expansion with Program Room

Graphic Key

Shear / Concrete walls	▨
New Walls	▭
Property Line	▭

Key and Index

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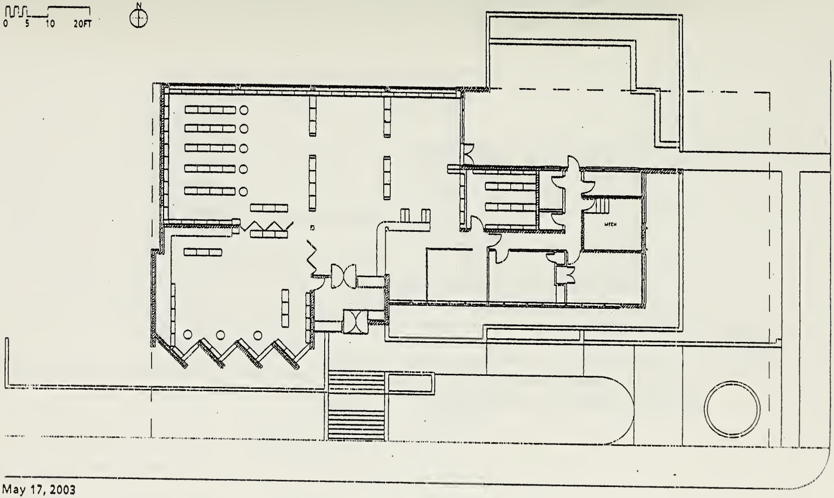

May 17, 2003

Net Area (SF)	
Public Areas	3,697
Program Room	N/A
Work Areas	609
Staff Room	232
Total	4,538

Gross Areas (SF)	
Original Building	5,890
Addition	N/A
Total'	5,890
Ratio	0.77

Key Points

- Shelving shown includes paperback "spinners".
- Book bins not shown.

Current Plan with Existing Shelving Layout

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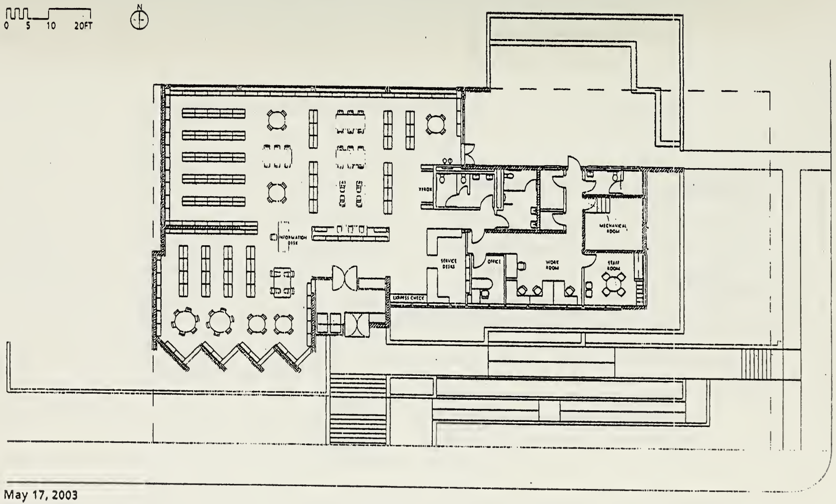
0 5 10 20FT
N
XEROX
INFORMATION DESK
SERVICE DESKS
OFFICE
WORK ROOM
MECHANICAL ROOM
STAFF ROOM
EXPRESS CHECK

May 17, 2003

Net Area (SF)	
Public Areas	3,566
Program Room	N/A
Work Areas	629
Staff Room	174
Total	4,369

Gross Areas (SF)	
Original Building	5,890
Addition	N/A
Total	5,890
Ratio	0.74

Key Points

. Large Circulation Desk
. Entry to Restrooms exposed
. Re-do ramp to East for compliance
Approximately 400 LF of programed shelving not included (this represents approximately 3500 volumes).
. Accommodates all seating requirements.
. No program room or private office.
. Fits current budget and schedule.

Remodel

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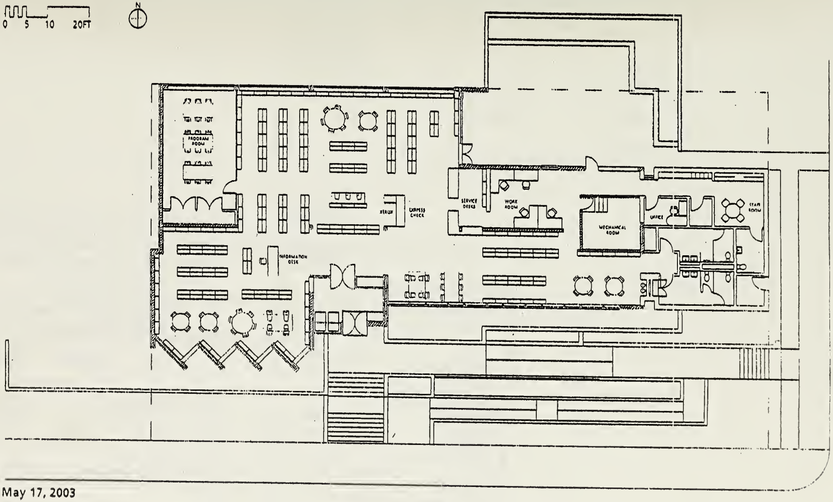
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N
PROGRAM ROOM
INFORMATION DESK
XEROX
EXPRESS CHECK
SERVICE DESKS
WORK ROOM
MECHANICAL ROOM
OFFICE
STAFF ROOM

May 17, 2003

Net Area (SF)	
Public Areas	3,892
Program Room	554
Work Areas	541
Staff Room	155
Total	5,142

Gross Areas (SF)	
Original Building	5,890
Addition	985
Total	6,875
Ratio	0.75

Key Points

. Addition to East.
. Re-do ramp to East for compliance
. Major shear wall affected.
. Includes program room.
Accommodates entire collection and seating requirement.
. Private entry to restrooms.
. Increased cost / schedule.

Expansion with Program Room

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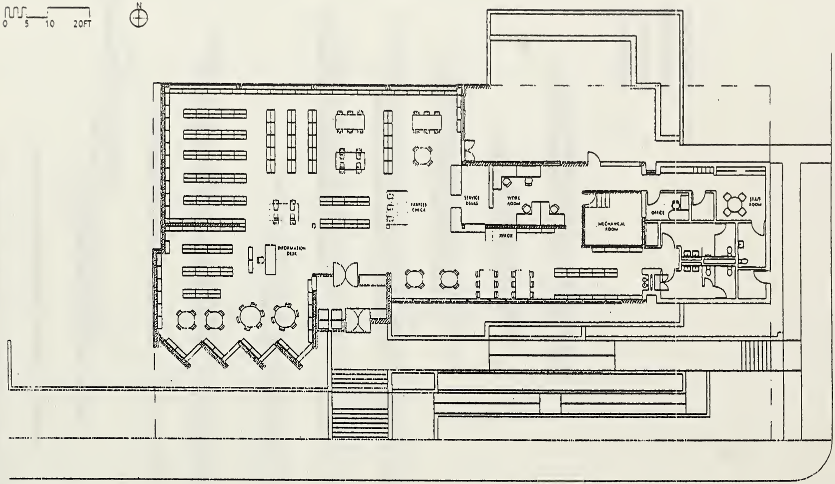
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20FT
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INFORMATION DESK
EXPRESS CHECK
SERVICE DESKS
WORK ROOM
XEROX
MECHANICAL ROOM
OFFICE
STAFF ROOM

May 17, 2003

Net Area (SF)	
Public Areas	4,440
Program Room	N/A
Work Areas	549
Staff Room	155
Total	5,144

Gross Areas (SF)	
Original Building	5,890
Addition	985
Total	6,875
Ratio	0.75

Key Points

. Addition at east side of existing building.
. Re-do ramp to east for code compliance
. Major shear wall affected
. Does not include program room
. Accommodates entire collection and seating requirements.
. Private entry to restrooms
. Increased cost / schedule

Expansion (no program room)

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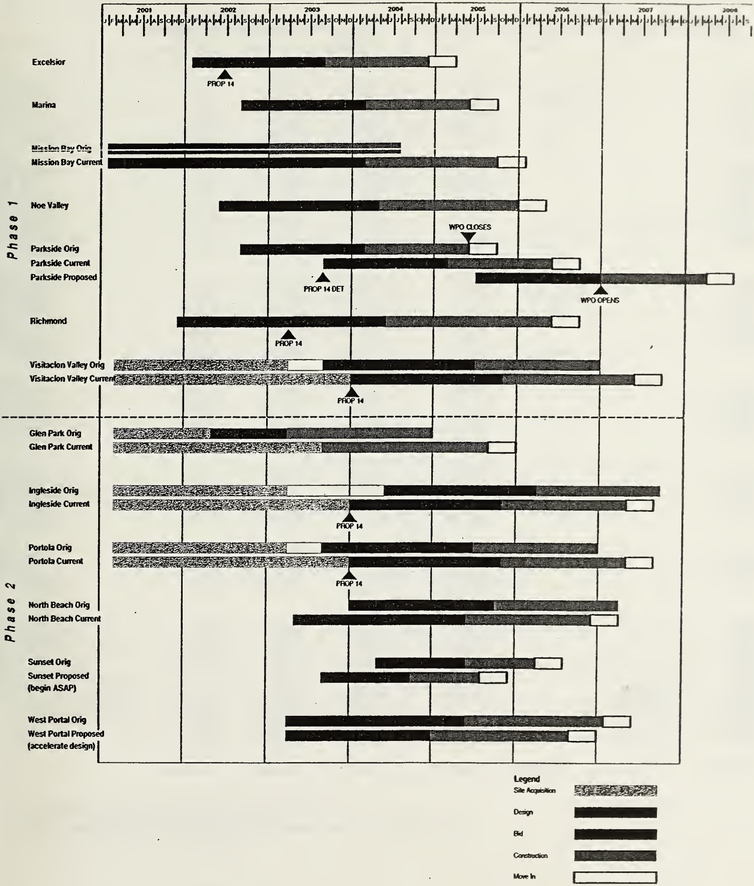
Branch Library Program Summary Schedules



Phases 1-2
April 17, 2003

PROPOSED BUDGET REVISION-2000 Branch Library Improvement Bond Program
, January 20, 2004

			BUDGET			REVENUE FUND STRATEGY			
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (10/03)	Proposed Budget (01/04)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources
ase 0 Projects									
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000	3,428,000	(4)		3,428,000
IN	7516A	Ingleside	1,770,000	2,225,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000
PL	7519A	Portola	1,770,000	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000
VV	7521A	Visitacion Valley	2,090,000	2,806,000	2,806,000	2,806,000	(4)		2,806,000
SC	7523A	Support Services	9,080,000	8,876,000	8,876,000	8,876,000			8,876,000
		SUBTOTAL	*16,480,000*	*19,105,000*	*19,105,000*	*17,205,000*	*1,900,000*	*0*	*19,105,000*
Phase 1 Projects									
EX	7525A	Excelsior	3,820,000	3,649,000	3,649,000	3,649,000	(4)		3,649,000
MA	7510A	Marina	4,110,000	3,904,500	3,904,500	3,904,500			3,904,500
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000	3,957,000			3,957,000
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500	4,189,500			4,189,500
PS	7512A	Parkside	2,880,000	2,736,000	3,236,000	3,236,000			3,236,000
RI	7513A	Richmond	7,630,000	7,141,500	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	3,020,500	(4)		3,020,500
		SUBTOTAL	*29,430,000*	*28,598,000*	*29,098,000*	*21,998,000*	*4,700,000*	*2,400,000*	*29,098,000*
Phase 2 Projects									
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000	1,253,000	(4)		1,253,000
IN	7517A	Ingleside	2,800,000	2,618,000	2,618,000	918,000	1,700,000 (4)		2,618,000
PL	7520A	Portola	2,800,000	2,618,000	2,618,000	918,000	1,700,000 (4)		2,818,000
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000	3,287,000	(4)		3,287,000
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500	1,415,500			1,415,500
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500	3,904,500			3,904,500
		SUBTOTAL	*17,460,000*	*15,096,000*	*15,096,000*	*11,696,000*	*3,400,000*	-	*15,096,000*
Phase 3 Projects									
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000	3,629,000	(4)		3,629,000
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000	4,351,000			4,351,000
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	3,382,000	(4)		3,382,000
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500	3,258,500			3,258,500
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*
Phase 4 Projects									
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000	4,503,000			4,503,000
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500	5,082,500			5,082,500
	7535A	Golden Gate Valley	5,340,000	5,073,000	5,073,000	5,073,000			5,073,000
	7536A	Potrero	4,230,000	4,018,500	4,018,500	4,018,500			4,018,500
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*
Phase 5 Projects									
ME	7537A	Merced	4,200,000	3,990,000	3,990,000	3,990,000			3,990,000
PK	7538A	Park	1,310,000	1,244,500	1,244,500	1,244,500			1,244,500
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500	1,453,500			1,453,500
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*
Program-Wide Services & Costs.									
LM	7501A	Library Program Costs	800,000	800,000	800,000	800,000			800,000
CS	7500A	Program Consultants	750,000	750,000	750,000	750,000			750,000
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000	3,600,000			3,600,000
RE	7502A	Real Estate Dept	120,000	235,281	235,281	235,281			235,281
AR	7503A	Art Enrichment Program	0	302,000	302,000	302,000			302,000
RM	7504A	Program Interim Services	0	300,000	300,000	300,000			300,000
		Relocation & Moving Reserve	4,360,000	3,750,000	3,750,000	3,250,000		500,000 (1)	3,750,000
FE		Furniture & Equipment Reserv	15,000,000	16,000,000	16,000,000	0		16,000,000 (3)	16,000,000
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000	1,500,000			1,500,000
SF		Program Reserve	1,675,000	4,243,219	4,243,219	4,243,219			4,243,219
		SUBTOTAL	*27,805,000*	*31,480,500*	*31,480,500*	*14,980,500*	*0*	*16,500,000*	*31,480,500*
TOTAL			**133,265,000**	**134,265,000**	**134,765,000**	**105,865,000**	**10,000,000**	**18,900,000**	**134,765,000**

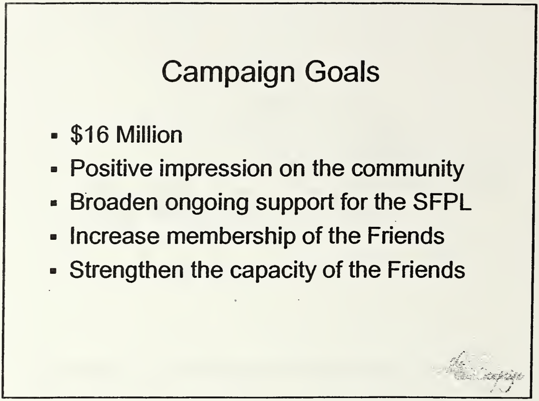
(1) Library Improvement Fund appropriated by Board of Supervisors FY03-04
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Prop. 14 applications may be submitted for these projects

the
NEIGHBORHOOD
LIBRARY Campaign

Presented by the Friends of the San Francisco Public Library

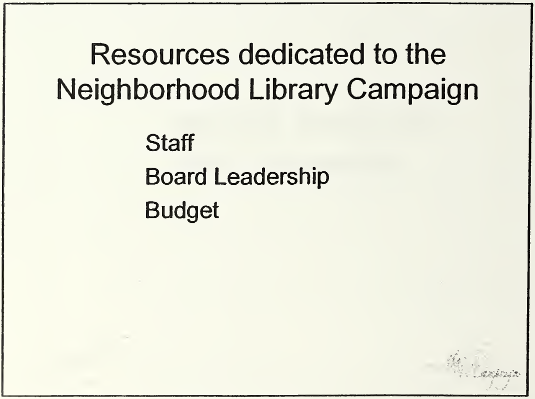
Progress Report

January 20, 2004



Campaign Goals

- $16 Million
- Positive impression on the community
- Broaden ongoing support for the SFPL
- Increase membership of the Friends
- Strengthen the capacity of the Friends



Resources dedicated to the Neighborhood Library Campaign

Staff
Board Leadership
Budget

Campaign Schedule: Preparation Phase

September – December 2002

- ✓ Cultivation
- ✓ Prospect Research
- ✓ Campaign Plan, Budget & Organization
- ✓ Marketing & Communication
- ✓ Friends Board

Progress Report: 2003

Activities

- ✓ **Recruit volunteer leadership**

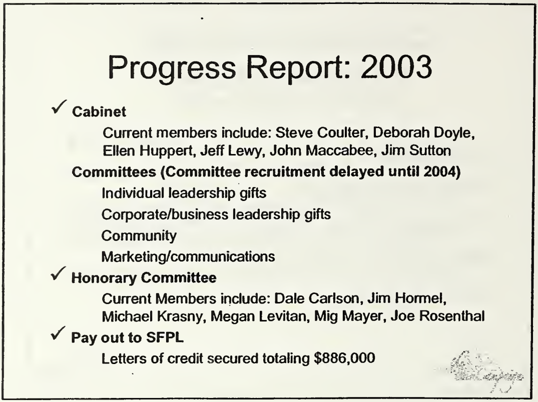
  Campaign Cabinet & Honorary Committee members recruited
- ✓ **Determine look/message & set the tone**

  Campaign Case Statement, logo, name created
- ✓ **Secure financial commitments**

  $635,000 secured in 2003, ($824,000 in total raised to date)
- ✓ **Secure leadership gift commitments**

  Osher Foundation makes a gift of $350,000 with potential to finance at same levels for Phase II and III of construction
- ✓ **Roll out initial cluster of neighborhood campaigns**

  Excelsior, Glen Park and Mission Bay Campaigns begun in 2003

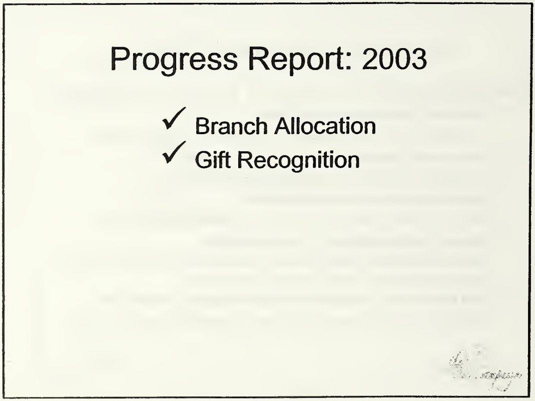


Progress Report: 2003

- ✓ **Cabinet**
  - Current members include: Steve Coulter, Deborah Doyle, Ellen Huppert, Jeff Lewy, John Maccabee, Jim Sutton

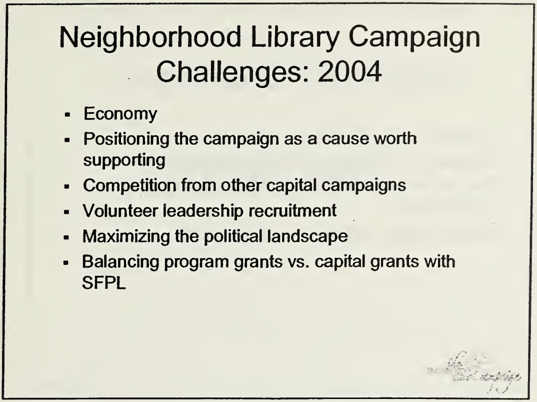
Committees (Committee recruitment delayed until 2004)
  - Individual leadership gifts
  - Corporate/business leadership gifts
  - Community
  - Marketing/communications

- ✓ **Honorary Committee**
  - Current Members include: Dale Carlson, Jim Hormel, Michael Krasny, Megan Levitan, Mig Mayer, Joe Rosenthal
- ✓ **Pay out to SFPL**
  - Letters of credit secured totaling $886,000



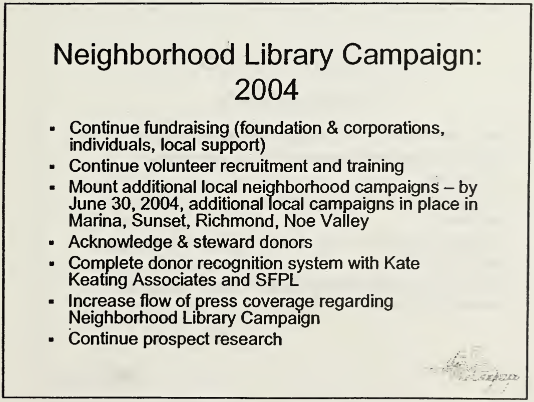
Progress Report: 2003

- ✓ Branch Allocation
- ✓ Gift Recognition



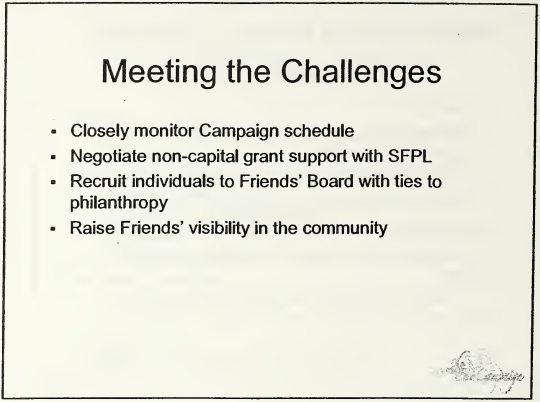
Neighborhood Library Campaign Challenges: 2004

- Economy
- Positioning the campaign as a cause worth supporting
- Competition from other capital campaigns
- Volunteer leadership recruitment
- Maximizing the political landscape
- Balancing program grants vs. capital grants with SFPL



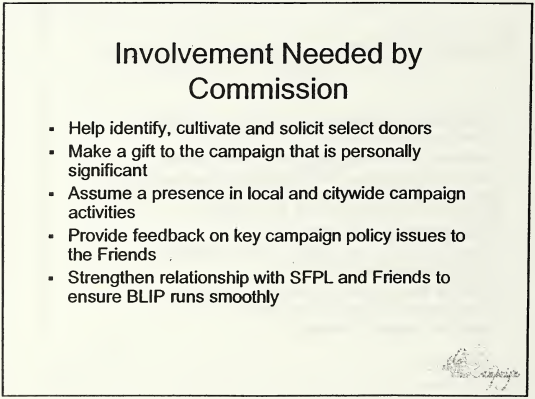
Neighborhood Library Campaign: 2004

- Continue fundraising (foundation & corporations, individuals, local support)
- Continue volunteer recruitment and training
- Mount additional local neighborhood campaigns – by June 30, 2004, additional local campaigns in place in Marina, Sunset, Richmond, Noe Valley
- Acknowledge & steward donors
- Complete donor recognition system with Kate Keating Associates and SFPL
- Increase flow of press coverage regarding Neighborhood Library Campaign
- Continue prospect research



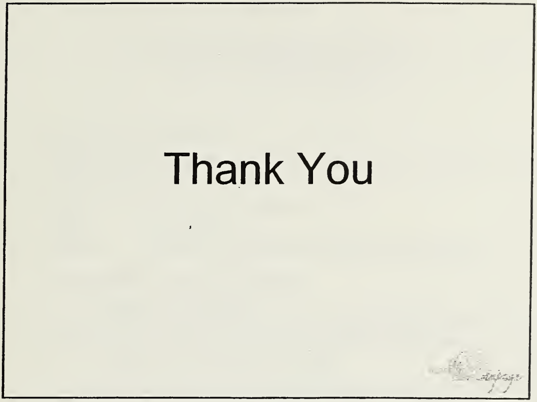
Meeting the Challenges

- Closely monitor Campaign schedule
- Negotiate non-capital grant support with SFPL
- Recruit individuals to Friends' Board with ties to philanthropy
- Raise Friends' visibility in the community



Involvement Needed by Commission

- Help identify, cultivate and solicit select donors
- Make a gift to the campaign that is personally significant
- Assume a presence in local and citywide campaign activities
- Provide feedback on key campaign policy issues to the Friends
- Strengthen relationship with SFPL and Friends to ensure BLIP runs smoothly



Thank You

DOCUMENTS DEPT
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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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-1/5/04

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, February 5, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.

2. APPROVAL OF THE MINUTES — ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 6, 2004.
Explanatory document: draft Minutes

3. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: on Brown Bag Public Training; and exhibits and programs

4. PROPOSED 04/05 LIBRARY BUDGET — DISCUSSION

Presentation on and discussion of the Library's proposed FY2004/05 Budget.
Explanatory document: proposed 2004/05 Budget report

5. TOOL LENDING CENTER UPDATE — DISCUSSION

Presentation on and discussion of Library's Tool Lending Center.

6. FRIENDS OF THE LIBRARY REPORT — DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.
Michael Housh, Commission Secretary 1/21/03

10. ADJOURNMENT (requires motion and public comment) ACTION

2/2/04 - M.Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

January 29, 2004

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: 2004-05 Proposed Budget

On February 5, 2004 I will present to the Commission, the Library's budget proposal for Fiscal Year 2004-05. Although presented as a discussion item, City Departments are required to submit their final budgets to the Mayor by February 20, 2004. Consequently, final action on the budget must be taken by the Commission during its meeting on February 19, 2004. The attached report describes the Library Administration's proposed budget for 2004-05.

The proposed budget is a balanced budget that fully funds existing programs and services and meets the Library's most critical needs. It is balanced with revenue estimates provided by the City Controller; utilizes revenue balances available for appropriation from the Library Improvement Fund and the Library Preservation Fund; and anticipates the sale of GO bonds to support the Branch Library Improvement Bond Program.

In many respects the proposed budget is a budget of opportunity. While most City Departments are preparing for possible service and workforce reductions to accommodate a 15 percent cut in funding that is directly related to anticipated cuts in State spending, the Library's proposed budget not only supports all existing services, programs, and staff; it also puts forward several key initiatives that the Library Administration believes will improve public service and increase operational efficiency.

The proposed budget fully funds baseline programs and services; increases the collection budget by $545,500 (including a permanent base increase of $207,000); provides funds for needed equipment and additional public service staff; increases spending on deferred maintenance; and, provides additional appropriations for the Main Library POE Program and Branch Library Improvement Bond Program. Of note, the proposed budget once again does not rely on General Fund subsidies beyond amounts required by Charter Section 16.109.

The proposed budget for 2004-05 is by far the most complex budget that I've prepared and coordinated over the last five years. In my report, I've tried to lay out both revenue and expenditure changes as clearly and concisely as possible. There is a lot for you to consider. As you review the attached material, please call me at (415) 557-4248 if you have questions or need clarification.

Attachments

cc: Paul Underwood, Deputy City Librarian

San Francisco Public Library
Report on 2004-05 Proposed Budget

Strategic Planning

Over the last five years, Library Administration has made budget allocation decisions based on available revenue, community need, and public services. The Library focused its efforts on 1) improving public service; 2) maintaining its infrastructure; and 3) increasing expenditures for the collection. Funding priorities and allocation decisions were established consistent with these three broad objectives. Although successful in meeting these objectives through its annual budgets,[1] priority setting and allocation decisions were not fully integrated with a strategic planning process.

With the recent approval by the Commission of the Library's Strategic Plan 2003-2006, the allocation decisions reflected in the proposed budget are now fully integrated with the Library's strategic planning process. The program enhancements included in the proposed budget are directly driven by the Strategic Plan. As overall need exceeds available resources, the Strategic Plan provides a valuable framework for assessing and prioritizing the funding requests included in the proposed budget. **Attachment A** summarizes the funding requests submitted, their nexus to the Strategic Plan, and the requests included in the proposed budget.

Library Revenue

Public library services and operations are funded primarily by revenue allocations required by Charter Section 16.109. Proposition E approved by the voters in 1994 and codified as City Charter Section 16.109, created the Library Preservation Fund (LPF) and entitlement funding for Library services. The Charter requires an annual allocation of property tax dollars to the LPF in an amount equal to 2½ cents for every $100 of assessed property valuation in the City; and an allocation from discretionary General Funds in an amount equal to the percentage of General Fund allocated to the Library in 1992-93 (approximately 2%). For 2004-05 the Controller estimates[2] allocations of $55.671 million from these sources – $23.531 in property taxes and $32.140 million from the General Fund. This is an increase of $453,000 and $1.083 million in property tax[3] and General Fund[4], respectively. Approximately 98% of the Library's services and programs are funded by these sources.

In addition to required allocations of property tax and General Fund, Library services and operations are also funded by other revenue sources. In 2004-05, the Library anticipates receiving $330,000 from the Fuhrman Trust Fund[5]; $337,000 from miscellaneous revenue sources[6]; $64,000 from a State LSTA grant for Project Read;

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[1] Through the annual budget, the Library has implemented the Millennium Integrated Library System, expanded services to children and teens, increased staffing for Branch Libraries, fully integrated Project Read as a City funded literacy program, expanded Internet and WAN connections to all Library facilities; increased spending for Deferred Maintenance Program, established the Main Library POE Program; implemented the Branch Library Improvement Bond Program; and increased baseline spending for the collection by $1.7 million or 45% since 1998-99.

[2] Revenue estimates per Controller's revenue staff; and, as reported in BPREP, the City's automated budget system.

[3] State Budget proposes taking $1.3 billion statewide from local property taxes and shifting them to support K-12. The Controller has indicated that this will not impact Library allocations of property tax as the funding requirement is based on "assessed valuation" and not on net receipts available for allocation.

[4] The General Fund allocation consists of Departmental revenue (Library fines, fees, etc.), State subventions (Public Library Fund and Interlibrary and Direct Loan Program reimbursements), and discretionary General Fund. With regard to the State Public Library Fund, 2004-05 allocations are currently assumed to remain the same as 2003-04 (approximately $351,000).

[5] Bequest established in the 1940's. Revenue from oil lease royalties, grazing leases, and interest provide ongoing source of revenue to purchase books and materials on economics and political science for the Library's collection.

and $53,286 from the Friends & Foundation of the San Francisco Public Library to support the Hormel Center. Total operating revenue in 2004-05 is estimated at $56.455 million.

To support its Capital Improvement Program, the Library will use library-specific revenue. To support the Branch Library Improvement Program, the Library proposes to sell an additional $29 million in Branch Library Improvement GO Bonds during the first half of 2004-05. This will be the 3rd sale conducted since Proposition A was passed in November 2000. Previous sales and appropriations for the Branch Library Improvement Bond Program total $40.965 million. To support Main Library POE work, the Library proposes appropriations of $2.352 million – $1.451 million from the Library Improvement Fund (LIF)[7] and $901,000 from the LPF reserve[8]. The $2.352 million augments $4.4 million in LIF and LPF dollars previously appropriated for POE related projects. To support its Deferred Maintenance Program, the Library will use $121,000 from LPF reserves and $249,000 from LPF operating funds.

Revenue and revenue changes are summarized in the following table.

Revenue Source	2003-04 Budgeted	Change	2004-05 Projected
General Fund (Baseline)	$ 31,057,209	$ 1,082,797	$ 32,140,006
Library Preservation Fund (Property Tax)	$ 23,078,000	$ 453,000	$ 23,531,000
Miscellaneous Revenue	$ 336,000	$ 1,000	$ 337,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
State Grants	$ 61,381	$ 2,619	$ 64,000
Private Gifts	$ 77,479	$ (24,193)	$ 53,286
Sale of Land	$ 1,287,000	$ (1,287,000)	$ -
LPF - Fund Balance	$ 654,771	$ 367,963	$ 1,022,734
Library Improvement Fund (POE)	$ -	$ 1,450,656	$ 1,450,656
Proceeds from Sale of Bonds	$ -	$ 29,000,000	$ 29,000,000
Total	$ 56,881,840	$ 31,046,842	$ 87,928,682

Library Preservation Fund Reserve

Over the last five years, the Library has used unappropriated balances or reserves in the Library Preservation Fund to buy equipment, to support its Deferred Maintenance Program, and to fund one-time special repair projects, studies, and programs. It has been the Administration's policy to use reserve funds for one-time purposes and not for ongoing or permanent programs or staff. The amount available for appropriation from the reserve fluctuates from year to year depending on allocations or expenditures budgeted from the reserve; on mid-year and year-end revenue adjustments made by the Controller[9]; and, on year-end budgetary savings a portion of which are credited back to the fund.

It is Commission policy to maintain a prudent reserve of 3% to 5% of revenue allocations made pursuant to the Charter requirement. Maintaining a prudent reserve is both good business policy and practice particularly in times of economic difficulty as it provides a hedge in the event revenue allocations decline and minimizes impacts to public service. A prudent reserve also provides a source to make major service improvements such as the acquisition of the Millennium Integrated Library System; and a source for major renovation projects such as the POE work at the Main. From a planning perspective, this is critical given the lack of General Fund support beyond the amount required by the Charter.

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[6] Includes interest earnings credited to the LPF and property tax abatements credited by the State.

[7] The Library Improvement Fund (LIF) was established in 1988 after passage of Proposition A, a bond measure that authorized the sale of GO bonds to build the new Main Library. The $1.4 million represents unappropriated interest and settlement fees remaining in the fund.

[8] The LPF reserve as of 1/26/04 has a balance available for appropriation of $2.2 million.

[9] The Controller over the course of the year recalculates allocations required by Charter Section 16.109 based on revised projections and actual revenue (property tax assessments and discretionary General Fund). Under-allocations of required revenue are credited to the LPF if not appropriated through a Supplemental Funding Request. Over-allocations resulting from a drop in revenue or assessments are taken, if needed, from the reserve to balance with Library expenditures.

In 2003-04, the Board of Supervisors (BoS) appropriated funds from the reserve to meet policy objectives that, while beneficial for the City overall, were not priorities of the Library or the Library Commission. Given the Library's needs and proposed budget for 2004-05, the appropriation from reserves made by the BoS has diminished the Library's ability to both implement programs it believes are critical; and, to maintain a reserve that is prudent. Consequently, the Library's proposed budget will require appropriation of LPF reserve funds that, based on a current balance of $2,248,572 will leave a balance of $622,000 (1.1%) if all of the Library's proposals are funded.

2004-05 Proposed Budget

Budget Overview

The proposed FY 2004-05 budget totals $87.929 million and is balanced with projected and anticipated revenue. The budget includes $56.207 million for operations and services (Operating Budget); and, $31.722 million for capital improvements (Capital Improvement Budget). Capital improvements include $29 million for the Branch Library Improvement Program; $2.352 million for Main Library POE[10] improvements including renovation of space vacated by the move of Technical Services from the first floor of the Main to the Support Services Center at 190-9th Street[11]; and $370,000 to support the Deferred Maintenance Program. The proposed budget is $31.046 million greater than the current year budget with growth due primarily to additional appropriations for capital improvements (i.e., bond sale). The proposed budget reflects an increase of $1.730 million for operations and services; and an increase of $30.603 million for capital improvements. Budget increases are offset by a reduction of $1.287 million budgeted in 2003-04 as a transfer of funds from the Branch Bond Program to the San Francisco Unified School District for purchase of land for the Portola Branch Library. Budget changes are summarized on **Attachment B**.

Operating Budget

The Library's operating budget contains the funds necessary to support its non-capital services and programs. It provides funding for direct public services and indirect services that support the Library's public service mission. The operating budget includes funds for staff; collections; program materials and supplies; equipment; equipment and building maintenance, service, and repair; consultant and professional services, services provided by other City Departments; training; and other expenditures necessary to support public programming and services. The operating budget supports: a) baseline programs and services; and, b) enhancements to baseline programs. Enhancements to baseline programs are funded after ensuring that baseline programs are funded and if Library specific revenues are available to support them.

The **baseline** component of the operating budget represents the resources necessary to continue providing the same level of service and programming provided in the current fiscal year (2003-04). It assumes that these services and programs will continue into the budget year (2004-05). The baseline also includes funding necessary to ensure that existing services and programs remain fully funded. Baseline adjustments include funds to cover changes in employee compensation including increases in the cost of fringe benefits, COLAs for contracted maintenance services, and the annualized cost of employee compensation or services only partially funded in the current year. Growth in baseline costs are offset by budgetary savings from one-time cost items such as equipment and one-time projects or activities budgeted in the prior year. **Enhancements** to the baseline operating budget are funding initiatives that increase, expand, or improve baseline services and programs; add new services or programs; or, provide one-time funding to purchase new or replacement equipment, conduct special studies, or implement one-time projects or programs.

The proposed operating budget for 2004-05 totals $56.207 million – an increase of $1.730 million or 3.2% over the previous year. The operating budget increase includes $1.599 million in baseline growth offset by $1.113 million in one-time reductions; and $1.244 million in enhancements or augmentations to the baseline.

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[10] Post Occupancy Evaluation report completed in January 2000.

[11] Move is planned for August and September 2004.

Baseline budget adjustments include:

- Increase of $808,027 for the Library's share of cost or contribution to the San Francisco Retirement Trust Fund. The contribution to the retirement fund is based on actuarial and fiscal analysis conducted by the Retirement System that shows contributions from the General Fund and special funds are necessary to ensure that the Retirement fund remains solvent and able to meet its obligations.

- Increase of $644,012 to cover increases in the cost of employee health benefit plans. This represents a 15% increase in plan costs.[12]

- Increase of $76,278 to cover increases in unemployment insurance rates.

- Increase of $66,964 to annualize the Librarian II position for the Mission Bay Branch Library which was budgeted at 0.25 FTE (start date of April 1, 2004) in FY 2003-04.

- Increase of $39,444 for reclassifications that occurred in 2003-04.

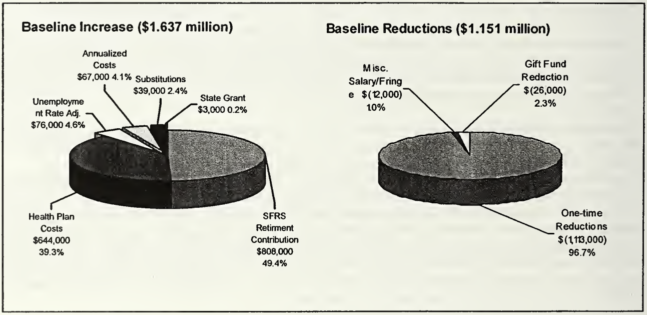
- Increase of $2,619 in State Grant for Project Read.

- Reduction of $11,570 for miscellaneous salary adjustments in 2004-05.

- Reduction of $1,112,808 reduction for one-time cost items budgeted in 2003-04. One-time cost adjustments are summarized on **Attachment C.**

- Reduction of $26,409 in gift funds from the Friends & Foundation of SFPL.

- Net increase of $486,587 to the baseline budget. Baseline budget adjustments are described below.



Baseline Increase ($1.637 million)

Baseline Reductions ($1.151 million)

New spending initiatives (enhancements) include:

- Increase of $545,500 for the collection budget. This includes a permanent baseline increase of $207,000 (4%) to the collection budget; $266,000 for opening day collections in the Branch System; $57,500 to

purchase books for the second BLIP bookmobile which is expected to be operational in the Fall of 2004; and, $15,000 to buy additional collection materials for the first BLIP bookmobile which is now operational.

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[12] The 15% is an estimate provided by the Mayor's Office. Actual rate adjustments will not be known until March/April. The budget assumes a 15% increase however, the Mayor's Office has indicated that rates could be adjusted by as much as 20%. An additional 5% increase would cost $215,000.

- $310,000 for scheduled replacement of public service and staff PCs and workstations; enhancements to the online system; and purchase of remote access software to facilitate updating of SFPL web pages. Funds will provide needed PC equipment for staff and public by refreshing old equipment and supplying additional equipment where needed; and, ensure continuous, uninterrupted operability of the library's network.

- $60,000 for enhancements to the Millennium Integrated Library System. This includes adding modules and products to facilitate and expand services to the public and provide necessary training and resources to enable staff to provide those services. Includes InnReach Link+ which will allow the Library to participate in resource-sharing with other Millennium libraries in the Bay Area region by enabling users to access, request and borrow materials from a combined catalog of participating libraries ($26,000); Floating collections will enable the Library's large print collection (and other designated collections) to travel from one location to another ($9,000); adding additional SIP2 licenses for each self-check machine (it is expected one machine will be added in FY04/05 at a cost of $2,500 + 15% maintenance); upgrading Telephone Renewal System Software from 4 to 8 lines ($8500); and Custom programming and specialized training optimize system services and provide staff with the necessary skills and knowledge to fully use the system ($14,000).

- $47,202 for four 15 hour/week Library Page positions (1.13 FTE) for the Branch Library system to process reserves which have increased significantly since "free" user-placed reserves were implemented.

- $97,701 for a full-time Delivery Truck Driver ($48,701) and delivery truck ($49,000) for Delivery Services. The proposed increase is consistent with recommendations made in a study of the Library's delivery system. The study found that existing vehicles (3) and staffing (3) are insufficient to meet the increasing volume of items handled and transported between the 26 Branch Libraries and the Main Library; and the public's demand for more timely processing of materials. The library estimates that it transports 2 million items annually between locations and the additional driver and vehicle are needed to meet this need.

- $23,423 for temporary help in the Public Affairs Office for a part-time as needed Public Information Officer to assist with publication of "At the Public Library".

- $44,000 to upgrade and replace audio-visual equipment. Includes replacing CRT/video data projector with a DLP projector, upgrading computer/projector interface components and reprogramming A/V system remote control to operate the projector and DVD player in the Children's Center ($17,500); purchase of two Power Mac 5 workstations to support graphic design work such as signage; program and event announcements and brochures; public notices and announcements; and reports ($4,500); upgrading and replacing video production equipment (replacing Hi-8 format video camcorder with DV cam format video camcorder ($4,000) and upgrading video editing equipment hardware and software ($10,000); and purchasing a XGA portable video/data projector and travel case for branch programming and staff/public training in the branches ($8,000).

- $70,000 for a work order with the Bureau of Building Repair, Department of Public Works for elevator maintenance and repair services. BBR, DPW manages the City-wide elevator service contract and passes costs back to City departments. BBR has used funds budgeted for routine maintenance and repair projects work ordered to them to cover the Library's share of contract costs. The Library's costs for elevator maintenance increased from $25,000 to $70,000 annually with the expiration of warranties for the seven elevators in the Main Library in 2001-02. The budget has not been augmented to cover this cost. Using funds budgeted for maintenance and repair to support the contract has reduced deferred maintenance funds by 24% resulting in less maintenance and repair of Library facilities. Augmenting the budget specifically to cover this cost will enable the Library to better maintain its facilities.

- $5,000 for materials and supplies for the Library's Human Resources Recruitment Program. This program supports the Library's ongoing effort to recruit the most qualified candidates for Librarian vacancies. The Library actively recruits at professional conferences sponsored by the American Library Association, the

Public Library Association, and the California Library Association. Funding would provide for retnal of booth and table space at conferences, to purchase recruitment supplies, and to pay for delivery and mailing of recruitment materials and displays to conferences.

- $8,000 for materials and supplies. Funds are needed by Children and Youth Services Program to provide bibliographies and service brochures for children and teens. Funds will be used to increase the volume of outreach materials available for placement at Branch Libraries; and for distribution to schools, community groups, community fairs, parent-teacher groups, and youth serving agencies like the YMCA, Boys and Girls Club, daycare centers and pre-schools. Materials are also distributed to universities and colleges who use the bibliographies and brochures in their curriculum.

- $23,000 to implement a Facilities Roof Inspection Program. Funding would provide a program of biannual inspection of roofs at all Library facilities. Biannual inspections would provide early warning of potential problems, facilitate minor repairs before they grow into serious repairs, and facilitate budget and program planning.

- $10,000 to repair, re-finish and repair reading tables in Library facilities that are vandalized or damaged by graffiti and heavy use.

Capital Improvement Budget

The Library's proposed Capital Improvement Budget for 2004-05 includes funding to support three programs – the Branch Library Improvement Bond Program ($29 million), Main Library POE Program ($2.352 million), and the Library's Deferred Maintenance Program ($370,000). The proposed Capital Improvement Budget totals $31.722 million and is funded by proposed appropriations of Branch Library Improvement Bonds ($29 million), Library Improvement Funds[13] ($1.451 million), LPF reserves ($1.022 million), and LPF baseline revenue ($249,000). Proposed projects and funding sources include:

- ***Branch Library Improvement Bond Program.*** The program is in its third year of operation. To date $40.965 million in GO bonds have been sold and appropriated. To cover program expenditures and ensure adequate cash flow through the first half of FY 2005-06, the Library is proposing the sale of an additional $29 million in FY 2004-05. Of the $40.965 million already sold and appropriated, $17.749 million was spent or encumbered through January 2004. Based on the current expenditure plan for the Program, the $40.965 million sold and appropriated will be fully obligated by the end of the first quarter of next fiscal year and the program will experience cash flow problems without the additional sale. To date, all site acquisitions have been completed; Phase I and II projects are in design with several in construction by the start of next fiscal year; and, Phase III projects will be in design. Funds must be in place prior to bidding and awarding contracts for design and construction and the additional sale and appropriation are needed to keep the program on track.

- ***Main Library POE Program*** The program was established to address the most egregious building deficiencies identified in the Post Occupancy Evaluation of the Main Library that was completed in January 2000. To date, $4.4 million has been appropriated for Phase I and Phase II projects. Phase I projects funded by $1.1 million from the Library Preservation Fund and $500,000 from the Library Improvement Fund have been completed. Phase II projects which included new signage, construction of a second floor bridge to connect the Larkin and Fulton Street entrances to the Children's Center, and redesign and reconfiguration of existing first floor public service areas are funded by a $2.8 million appropriation from the Library Improvement Fund.

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[13] Unappropriated balances remaining in the Library Improvement Fund (LIF). Fund balance consists of interest earnings and settlement funds.

Of the $2.8 million appropriated for Phase II projects, $416,000 is budgeted for fabrication of a new signage system[14]; $577,000 was redirected from the 2nd floor bridge project[15] to construct a loading dock and renovate the first floor area adjacent to the loading dock at the Support Services Center[16]; and $1.8 million was budgeted for renovation of first floor public service areas. Of the $1.8 million budgeted for 1st floor renovations, $436,000 was recovered by the City in 2002-03 as an overhead charge to offset the cost of indirect services funded by the General Fund in support of bond funded programs. The unanticipated recovery was taken years after funds were initially appropriated leaving only $1.3 million to complete planned improvements to the first floor. With the move of Technical Services from their current space on the first floor to the Support Services Center, an additional 18,000 square feet will be opened up for public use.

The Library proposes to combine both projects – redesign of existing public service space and redesign of space vacated by Technical Services – into a single project that will be completed in phases to minimize disruptions to service and operations. DPW estimates the cost of renovating the first floor at $3.072 million. This includes renovating existing public service space and space currently occupied by Technical Services ($2.722 million); and, the public restrooms ($350,000). See **Attachment D** for project estimate.

An integral part of the first floor renovation project is the purchase and installation of an automated sorting system which is the most efficient method for handling returns in Borrower Services. Tech Logic, the manufacturer and installer of automated sorting systems, estimates the cost of the system at $1.210 million. The Library plans to implement the system in two phases. The first phase involving the purchase and installation of a conveyor run from the express book drops to the main sorting area, a barcode reading machine, re-sensitizing tunnel sizing/squaring machine, three loaders, and an eight-bin sorting section will be funded in 2004-05 at a cost of $666,750 including freight, training, warranty, and taxes. The second phase which includes the purchase of a RFID reading machine, binding detector, and book trucks, and bins will be funded in 2005-06 at a cost of $543,025.

In 2004-05, the Library proposes funding renovation of first floor space including the restrooms with $1.386 million from the Library Improvement Fund previously appropriated and available; $1.451 million from unappropriated balances available in the Library Improvement Fund; and $235,000 from Library Preservation Fund reserves. Regarding funding for the automated sorting system, the Library proposes appropriation of an additional $666,750 from Library Preservation Fund reserves for Phase I of the project. Project costs are summarized on **Attachment E.**

- ***Deferred Maintenance Program.*** This program provides for both routine maintenance of Library facilities and one-time special repair projects that occur annually. The program has a baseline budget of $184,000 which is work ordered to the Bureau of Building Repair, DPW. The baseline program is augmented annually to cover maintenance and repairs that exceed the baseline budget and for one-time special repair projects that occur annually. Given the age and condition of many of the Library's facilities, ongoing maintenance is essential for protecting public safety and providing comfortable and inviting environments in which to visit and work.

  Maintaining facilities in good repair is a proven and cost-effective alternative to more expensive repairs that result from neglect. Routine projects performed annually include maintenance and repair of electrical, plumbing, HVAC, and security systems; repair or replacement of doors, windows, interior and exterior walls, foundations, walkways, and roofs; interior and exterior painting, and replacement of worn carpet and flooring. With 28 facilities – 27 of which are public facilities – maintaining them in good repair is mission critical.

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[14] Design completed. Contract awarded to LC General Engineering & Construction who will sub fabrication work to Priority Architectural Graphics. Anticipate final plans/drawings by 3/1/04, fabrication completed by 5/31/04, and installation by 8/31/04.

[15] Due to design issues, security issues for the Children's Center, and cost issues related to increased staffing necessary to manage the Larkin and Fulton Street entrances, CIAC was notified that this project would not be done and that funds would be redirected to the Support Services Center project.

[16] Construction bids received and contract awarded to Kin Wo Construction.

The proposed budget augments the base budget of $184,000 by $370,000. The funding increase includes $200,000 for routine maintenance and repair projects; and, $170,000 for two special repair projects – $110,000 to clean exterior and interior windows and exterior metal work at the Main Library and $60,000 to repair and renovate the front stairs at the Park Branch Library. The Deferred Maintenance Program is funded by $249,000 from LPF baseline revenue allocated per the Charter and $121,000 from LPF reserves.

Radio Frequency Identification System (RFID)

Not included in the proposed budget at this time are funds needed to initiate the implementation of RFID technology. As previously reported, RFID is fast becoming the industry standard for managing Library collections and inventories. When first discussed with the Commission, issues regarding privacy were raised by members of the community and the Commission directed staff to hold a public forum in which these issues could be debated and discussed. The public forum was viewed as necessary for informed decision-making and as a prerequisite for action by the Commission. A public forum to be held on March 4, 2004 during the Commission's regularly scheduled meeting is now being planned.

Library Administration considers the community's concerns to be serious, however it believes that RFID can be a benign technology that will significantly improve management of the Library's collections if implemented and managed in an appropriate and sensitive way. RFID is critical for improving collection management and the decision on whether or not to fund it has significant impact on planning of renovations at the Main Library; and the renovation and construction of Branch Libraries under the Branch Library Improvement Bond Program.

Although funds are not currently included in the Library's proposed 2004-05 budget, Library Administration recommends that the Commission consider action to set-aside reserves in the Library Preservation Fund pending the outcome of the public forum and discussion and action by the Commission. Moreover, it recommends that the Commission consider action to authorize the Library Administration to add funds for RFID from the Library Preservation Fund reserve to the proposed budget if following the public forum, the Commission determines RFID to be in the best interests of both the Library and the community; and, prior to the Mayor's submittal of the budget to the Board of Supervisors.

If approved the Library would implement RFID system-wide over a five year period beginning in 2004-05. Phase I costs are estimated at $580,000 and are detailed on **Attachment F**.

Next Steps

The deadline for submitting the budget to the Mayor is February 20, 2004. Consequently, the Commission must take action on the budget during its February 19, 2004 meeting. Once the budget is submitted we will work with the Mayor's budget staff on refining estimates (i.e., Health Benefit Plan cost increases, work order charges, etc.) and coordinating adjustments to the budget that the Mayor, in his discretion may make. We will also continue to work with the Controller's staff on revenue projections; and with the Office of Public Finance on scheduling the Branch Bond sale.

The proposed budget is based on current revenue projections and current policy direction provided by the Controller and the Mayor, respectively. The budget may have to be adjusted up or down based on policy decisions made by the Mayor and/or revisions in the Controller's revenue calculations. The Mayor is required to submit his budget to the BoS by June 1st. However, the Mayor could decide or be compelled to release the budget sooner. Over the next few months, staff will report back to the Commission on policy developments and changes to the budget that may occur.

Public Library
2004-05 Proposed Budget
Proposed Budget Initiatives

Attachment A

	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget
FUNDED									
1	IRMO	General Information; Current Topics & Titles; Lifelong Learning	Goals 3; 11; 15	Collection Budget Augmentation. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.			$ 545,500	$ -	$ 545,500
2	Automation	General Information; Lifelong Learning	Goals 4; 12.1.1	Technical Refreshment			$ 310,000	$ -	$ 310,000
3	Automation	General Information; Lifelong Learning; Current Topics & Titles	Goals 3.2.1; 4.2.1; 11.1;14.2.1; 15.2; 16.2	III Millennium Enhancements (One-time funding)			$ 60,000	$ -	$ 60,000
4	Branch		15.2; 17.1	Staffing for reserve processing (4.0 page positions)	1.13	Library Page	$ 47,202	$ -	$ 47,202
6	Operations	General Information; Current Topics & Titles	Goal 2.4; 15	Delivery Truck Driver	0.75		$ 48,701	$ -	$ 48,701
6	Operations	General Information; Current Topics & Titles	Goal 2.4; 15	Delivery Truck (One-time)			$ 49,000	$ -	$ 49,000
7	Public Affairs	General Information; Current Topics & Titles; Lifelong Learning	Goals 1.1.1; 2.1-3; 14.1.1; 6	Temporary Help (.46 PIO)	0.46	PIO	$ 23,423	$ -	$ 23,423
8	Public Affairs	General Information; Lifelong Learning	Goals 1.1.1; 4; 6	Audio-Visual Equipment: Includes upgrading video production equipment ($14,000); graphic design workstations ($4,500); Children's Center A/V systems including projector, DVD player, computer interface and controls. Also includes puchase of portable XGA video/data projector for Branch programming (One-time funding).			$ 44,000		$ 44,000
9	Operations	General Information	Goals 5.2; 5.3	Elevator Maintenance Services (DPW - BBR workorder)			$ 70,000	$ -	$ 70,000
10	HR			Materials & supplies for recruitment. Includes funds for material & supplies ($2,000) and mailing & delivery services in support of recruitment activities ($3,000).			$ 5,000	$ -	$ 5,000
11	OCYS	General Information; Lifelong Learning	Goals 1; 2; 10.1	Children & Teen bibliographies and brochures			$ 8,000	$ -	$ 8,000
12	Operations	General Information	Goals 5.2; 5.3	Roof Inspection Prog. (Biannual inspections)			$ 23,000	$ -	$ 23,000
13	Operations	General Information	Goals 5.2; 5.3	Refinish vandalized wooden tables	0.00		$ 10,000	$ -	$ 10,000
				TOTAL OPERATING BUDGET	2.34		$ **1,243,826**	$ -	$ **1,243,826**
1	Branch			Bond Sale and Appropriation			$ -	$ 29,000,000	$ 29,000,000
2	Main – Capital			Construction - POE Phase II(A)(B) - including restrooms on 1st floor			$ -	$ 1,685,331	$ 1,685,331
2	Main – Capital			Equipment - Automated Materials Sorting System (Phase 1).			$ -	$ 666,750	$ 666,750
5	Operations			Deferred Maintenance Program			$ -	$ 200,000	$ 200,000
3	Operations			DMP: Main Library Exterior and window cleaning (One-time)			$ -	$ 110,000	$ 110,000
4	Operations			DMP: Park Branch - Repair/renovate front stairs (One-time)	0.00		$ -	$ 60,000	$ 60,000
				TOTAL CAPITAL IMPROVEMENTS BUDGET	0.00		$ -	$ **31,722,081**	$ **31,722,081**
				TOTAL PROPOSED	2.34		$ **1,243,826**	$ **31,722,081**	$ **32,965,907**
SOURCES				Library Preservation Fund (LPF)			$ 1,243,826	$ 241,691	$ 1,485,517
				LPF Reserve			$ -	$ 1,029,734	$ 1,029,734
				Library Improvement Fund (LIF)			$ -	$ 1,450,656	$ 1,450,656
				Branch Library Improvement Bonds			$ -	$ 29,000,000	$ 29,000,000
				TOTAL SOURCES			$ **1,243,826**	$ **31,722,081**	$ **32,965,907**

Public Library
2004-05 Proposed Budget
Proposed Budget Initiatives

Attachment A

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget

NOT FUNDED

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget
1	Main – Capital			Equipment - Automated Sorting Machine (Phase II)				$ 543,025	$ 543,025
2	Operations			Brooks Hall Lighting Upgrade Phase I				$ 500,000	$ 500,000
3	OCYS			Teen Librarians (1.0 position)	0.75	Lib I	$ 55,307	$ -	$ 55,307
4	Main			Community history collections & digitizing neighborhood photographs (0.38 position)	0.28	Lib I	$ 31,653	$ -	$ 31,653
5	Main			Enhance Affinity Centers (0.38 position)	0.28	Lib I	$ 27,653	$ -	$ 27,653
6	Branch			Staffing for Branch Libraries (4.0 Lib Asst. I)	3.00	Lib Asst. I	$ 161,545	$ -	$ 161,545
7	Public Affairs			Graphic Designer (0.5 Graphic Designer)	0.38	Graphic Dsgnr.	$ 20,950	$ -	$ 20,950
8	Public Affairs			Curator (0.5 position)	0.38	Curator	$ 25,521	$ -	$ 25,521
9	Operations			Exterior Painting - Various				$ 100,000	$ 100,000
10	Operations			Main Library Pigeon Proofing				$ 75,000	$ 75,000
11	Operations			Repaint Children's Center - Main Library	0.00		$ -	$ 25,000	$ 25,000
					5.06		$ 322,629	$ 1,243,025	$ 1,565,654

HIGH PRIORITY: ADD TO BUDGET AFTER PUBLIC HEARING, DISCUSSION, & APPROVAL BY THE COMMISSION

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget
1	Main			RFID (Phase I)			$ 580,182	$ -	$ 580,182
	TOTAL REQUESTED				7.40		$ 2,146,637	$ 32,965,106	$ 35,111,743

1/29/2004

Public Library
2004-05 Proposed Budge t
Budget Changes by Source

Attachment B

		Operations	Capital	Other	Total
SUMMARY					
2003-04	**Annual Appropriation Ordinance**	$ 54,476,188	$ 1,118,652	$ 1,287,000	$ 56,881,840
	Baseline Changes	$ 486,587	$ (1,118,652)	$ (1,287,000)	$ (1,919,065)
	Policy Changes	$ 1,243,826	$ 31,722,081	$ -	$ 32,965,907
2004-05	**Proposed Budget**	$ 56,206,601	$ 31,722,081	$ -	$ 87,928,682
	Change	**$ 1,730,413**	**$ 30,603,429**	**$ (1,287,000)**	**$ 31,046,842**
DETAIL					
2003-04	**Annual Appropriation Ordinance**	**$ 54,476,188**	**$ 1,118,652**	**$ 1,287,000**	**$ 56,881,840**
	Baseline Adjustments				
	One-time Cost Adjustments	$ (1,112,808)	$ (1,118,652)	$ (1,287,000)	$ (3,518,460)
	State Grant Increase	$ 2,619			$ 2,619
	Gift Fund Reduction	$ (26,409)			$ (26,409)
	Misc. Salary & Fringe Adj.	$ (11,570)			$ (11,570)
	Annualized Costs	$ 66,994			$ 66,994
	Retirement Contribution SFRS	$ 808,027			$ 808,027
	Unemployement Insurance Increase	$ 76,278			$ 76,278
	Employee Health Plan Cost Increases	***$ 644,012***			***$ 644,012***
	Substitutions (Relcassifications)	$ 39,444			$ 39,444
	Total, Baseline Adjustments	**$ 486,587**	**$ (1,118,652)**	**$ (1,287,000)**	**$ (1,919,065)**
2004-05	**Adjusted Baseline Budget**	**$ 54,962,775**	**$ -**	**$ -**	**$ 54,962,775**
	Policy Adjustments				
1	Collection Budget Augmentation. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.	$ 545,500			$ 545,500
2	Technology Refreshement	$ 310,000			$ 310,000
3	III Millennium Enhancements	$ 60,000			$ 60,000
4	Staffing for reserve processing (4.0 page positions)	$ 47,202			$ 47,202
5	Deferred Maintenance Program	$ -	$ 200,000		$ 200,000
6	Delivery Truck Driver	$ 48,701			$ 48,701
6	Delivery Truck (CNG)	$ 49,000			$ 49,000
7	Temporary Help (.46 PIO)	$ 23,423			$ 23,423
8	Audio-Visual Equipment: Includes upgrading video production equipment; graphic design work stations; Children's Center A/V systems including projector, DVD player, computer interface and controls; and puchase of portable XGA video/data projector for Branch Libraries.	$ 44,000			$ 44,000
9	Elevator Maintenance Services (DPW - BBR workorder)	$ 70,000			$ 70,000
10	Materials & supplies for recruitment (HR).	$ 5,000			$ 5,000
11	Roof Inspection Prog. (Biannual inspections)	$ 23,000			$ 23,000
12	Refinish vandalized wooden tables	$ 10,000			$ 10,000
13	Children & Teen bibliographies and brochures	$ 8,000			$ 8,000
1	Branch Library Improvement Bond Program Sale and Appropriation		$ 29,000,000		$ 29,000,000
2	Construction - POE Phase II(A)(B) - including restrooms on 1st floor		$ 1,685,331		$ 1,685,331
3	POE Equipment - Automated Materials Sorting System (Phase I)		$ 666,750		$ 666,750
4	Main Library: Clean exterior and interior windows and metal-work		$ 110,000		$ 110,000
5	Park Branch: Repair/renovate front stairs		$ 60,000		$ 60,000
	Total, Policy Adjustments	**$ 1,243,826**	**$ 31,722,081**	**$ -**	**$ 32,965,907**
	Proposed Budget	**$ 56,206,601**	**$ 31,722,081**	**$ -**	**$ 87,928,682**
	SOURCES				
	LPF & Other Operating Revenue	$ 56,206,601	$ 248,691	$ -	$ 56,455,292
	LPF Reserve	$ -	$ 1,022,734	$ -	$ 1,022,734
	Library Improvement Fund	$ -	$ 1,450,656	$ -	$ 1,450,656
	Branch Bond	$ -	$ 29,000,000	$ -	$ 29,000,000
	Total, Sources	**$ 56,206,601**	**$ 31,722,081**	**$ -**	**$ 87,928,682**

LPF Reserve Balance (1/15/04)	$ 2,248,572
Estimated Balance 7/1/04 (based on budget plan)	$ 1,225,838
LIF (3CPLILOC) CLBPL8 POE	$ 1,241,760
LIF (3CPLI88B) interest	$ 208,896
	$ 1,450,656
Estimated Balance 7/1/04 (based on budget plan)	$ -

2004-05 Proposed Budget
One-time Cost Adjustments: Detail

ATTACHMENT C

Division	Program	Index	Sub-Object	Description	Source	Total Amt. Budgeted	LPF Reserve	LPF (GF or Prop Tax)
Automation	EGG	415230	06000	Technology Refresh	2SLIBNPR	$ 300,000		$ 300,000
Branch	EEG	410306	06700	Branch Telephone Replacement	2SLIBCPR	$ 270,000		$ 270,000
Branch	EEG	410310	06F00	Neighborhood Library Facilities	2SLIBCPR	$ 500,000	$ 500,000	$ -
Branch	EEG	415035	06000	Express Check-out Machines (2)	2SLIBNPR	$ 55,100		$ 55,100
Childrens	FAL	415056	04976	SFUSD Library Assistance	2SLIBNPR	$ 500,000	$ 138,000	$ 362,000
Operations	EGH	410301	06F00	Facilities Maintenance Projects	2SLIBAPR	$ 200,000		$ 200,000
Operations	EGH	410301	06F00	Support Srvc Center (Loading Dock)	2SLIBCPR	$ 148,651		$ 148,651
Operations	EGH	415235	02899	One-time Security System Charge	2SLIBNPR	$ 30,000	$ 16,771	$ 13,229
Operations	EGH	415235	04999	Custodial Equipment	2SLIBNPR	$ 6,300		$ 6,300
Operations	EGH	415235	04999	Book Trucks - SSC	2SLIBNPR	$ 26,000		$ 26,000
Operations	EGH	415235	06029	Delivery Truck (#PL003N)	2SLIBNPR	$ 40,000		$ 40,000
Operations	EGH	415235	081HF	Work Order SFGH Library	2SLIBNPR	$ 150,000		$ 150,000
Public Affairs	EGF	415233	03599	Digital Camera	2SLIBNPR	$ 2,858		$ 2,858
Public Affairs	EGF	415233	03599	LCD Monitor	2SLIBNPR	$ 2,550	$ -	$ 2,550
TOTAL						$ 2,231,459	$ 654,771	$ 1,576,688

SUMMARY BY PROGRAM

	Total Amt. Budgeted	LPF Reserve	LPF (GF or Prop Tax)
Branch	$ 825,100	$ 500,000	$ 325,100
Childrens	$ 500,000	$ 138,000	$ 362,000
Operations	$ 600,951	$ 16,771	$ 584,180
Automation	$ 300,000	$ -	$ 300,000
Public Affairs	$ 5,408	$ -	$ 5,408
	$ 2,231,459	$ 654,771	$ 1,576,688

Post Occupancy Evaluation (POE) Phase II projects at the Main Library

POE Phase II projects will redesign and renovate the 1st Floor of the Main Library. The 1999 POE recommended projects that would improve public service, staff productivity and workflow and address preservation of the collection and ergonomic issues. Some of the projects are combining the check-in, check-out desks and moving them forward; moving the sorting room from the lower level to the 1st Floor; creating an automated express return center; moving the Information Desk to a more prominent position; expanding the public area by utilizing the Technical Services area for fixed shelving & user workstations; move highly used collections from the crowded 3rd Floor to the 1st; creating better lighting; purchasing AV shelving; and redesigning the staff work areas & carrels to fit tasks. More recent goals to be accomplished are related to SFPL's new Strategic Plan. These projects include creating a Teen Center and incorporating RFID technology for security and identification for the Main collections and then expanding to all 26 branches.

During the POE Phase 1 project phase several issues were discovered that were not included in the contract but need to be addressed to finish the repairs to the building. Redesign of the 1st floor restrooms has also become a priority due to the continuing heavy public use of the building.

Estimated Costs for POE Phase 2 - Parts A & B

POE Phase 2, Part A & B

$2,016,036	Construction plus 15% contingency Includes demolishing all circulation desks, building new desks for circulation and information, reconfiguring staff work areas adding new workstations & work surfaces, building a sorting area, new configuration of the elevator doors, replacing frosted glass with clear, express book drops, adding walls to Technical Services area, reconfiguring and adding new book & AV shelving, signage, rebalancing HVAC system, new floor covering.
$ 705,613	Soft costs Includes all work done by DPW & BOA (design, permits, fees, Contracts, construction management)
$350,000	Redesign & expansion of 1st Floor Restrooms
$3,071,649	TOTAL

ATTACHMENT E

Automated Material Sorting System

$1,209,775	**Total cost of Automated Material Sorting System**
$ 666,750	**2004-05 (Year 1)**
	Conveyor run from express book drops to main sorting room $70,000 Barcode reading machine, re-sensitizing tunnel, sizing/squaring machine, 3 loaders/unloaders, 8 bin sorting section $470,000 Install/training/freight/warranty $80,000 Tax $46,750
$ 543,025	**2005-06 (Year 2)**
	RFID reading machine, binding detector, 12 book truck/180 sort section.

Note: Estimate provided by Tech Logic, manufacturer and installer of automated materials sorting systems.

ATTACHMENT F

RFID Estimate Detail

Year 1 – Main (1st floor material only), Excelsior, new material & all media

$353,625	Tags - $.55 books, $1.45 media Main - $110,000 (200,000 items) Excelsior - $33,000 (60,000 items) New - $96,800 (176,000 items) Media - $113,825 (78,500 items)
$ 20,580	Labels - $.04 (955,500 items)
$ 10,000	Replicating workstations - $5,000 (2 – Tech Services & Borrower Services)
$ 81,000	Combo Stations - $9000 self charge (9 – 2 AV, 5 BS, 2 Exc)
$ 32,400	Security Gates - $5,400 (6 – 2 AV, 2 Grove, 2 Exc)
$ 7,125	Maintenance – Software $125/per station (9) 2 x yr plus telephone support - $3000/per site (2)
$ 30,000	Misc. – Freight, insurance, installation, travel & training
$ 45,452	Tax
$ 580,182	**TOTAL Year 1 (2004-05)**

Year 2

$472,155	Tags & labels for rest of Main collection, 1 replicating station for branches, Combo stations for staff/public, inventory wands, additional maintenance, Misc. charge & tax

NOTE: Estimate provided by Tech Logic.

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, February 5, 2004
The San Francisco Public Library Commission held its regular meeting on Tuesday, February 5, 2004 in the Koret Auditorium, Main Library.

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

Vice President Steiman called the meeting to order at 4:03pm.

The following members were present: Commissioners Bautista, Coulter, Steiman, , and Strobin. Commissioners Chin and Streets were excused attendance. President Higueras arrival was expected.

President Higueras joined the meeting and assumed the Chair at 4:14pm.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public noted that the Library had won a legal victory concerning the manner in which public comment was provided. Mr. Peter Warfield submitted a handout to the Commissioners outlining what he found to be inadequacies with the library's online system.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JANUARY 6, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JANUARY 6, 2003

An anonymous member of the public commented that this person would no longer submit citizen public comment summaries as the Secretary had not been attaching them to every copy of the Minutes as required. This person then cited examples in the Minutes of what they found to be misrepresentation of what was said in the way the report was edited. Mr. Peter Warfield commented that the Minutes blurred rather than obliterated important matters and left out details.

COMMISSION discussion of AGENDA ITEM # 2 APPROVAL OF THE MINUTES OF JANUARY 6, 2003

Commissioner Coulter remarked that the wording of the motion approving the Library Wall of Heroes seemed more specific regarding the page 9 quotation than he recalled. Vice President Steiman suggested keeping the text as presented noting that while the motion had included a reference to the quote in question, the intent of the motion was to allow Commissioner Coulter latitude in the decision to retain or replace it.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin for approval of the Minutes of the regular meeting of January 6, 2004.

Please note: These are draft minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ACTION: 5-0 AYE (Bautista, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth began with information not noted on the agenda, announcing that President Higueras had been successful in resolving the awkward situation regarding the Library's Chagoya Mural, where the artist had not been fully paid for his work. President Higueras announced that Enrique Chagoya, the famed Latino artist, had, despite being offered payment for the remaining $13,000 owed on the mural, decided to make a gift of it to the Library.

The City Librarian then reported details regarding the topics and a brief schedule for the Library's Wednesday's at Noon Brown Bag Lecture series. Ms. Hildreth noted the series highlighted and provided training to members of the public on information available through the Library's website. The City Librarian then reported on the very successful opening of the "*Reversing Vandalism*" Exhibit, the 125 days of activities, including Phil Frank "Farley" cartoons" and an essay By State Librarian and former City Librarian Dr. Kevin Starr in observance of the San Francisco Public Library's 125th Anniversary on June 7th, and other current exhibits and programs.

Public comment on AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented on the complexities and various meaning that could be gleaned from the "*Reversing Vandalism*" Exhibit noting that its focus through art on diversity of views concerning insides and images of books reflected our heritage and said much about what we were about. Mr. Peter Warfield found the Brown Bag lectures providing bibliographic resource training for members of the public good and the "*Reversing Vandalism*" Exhibit worthwhile.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

President Higueras provided some background on the difficulties that resulted when a change of Presidential administration in Mexico resulted in the new administration declining to honor its predecessor's commitment to pay $13,000 owed to the artist for a mural honoring Latino writers created by respected Hispanic artist Enrique Chagoya for the Library. This painting had been commissioned by and presented to the Library in 1998 as a gift honoring San Francisco's Mexican-American community from the Republic of Mexico. President Higueras reported, when it became clear that the Mexican Administration would not honor its predecessor's commitment, the Friends of the Library had offered to purchase the painting. Instead, Mr. Chagoya had chosen to present the mural to the Library as his gift. The City Librarian and Library Public Affairs Chief Marcia Schneider reported that an Art Commission resolution of thanks and a Board of Supervisors resolution in appreciation of Mr. Chagoya's generous gift were possible and that appropriate changes in signage would be made to acknowledge his gift of the mural to the Library.

AGENDA ITEM #4 PROPOSED 2004/05 LIBRARY BUDGET

Library Finance Director George Nichols presented a detailed background discussion of overall budget and revenue issues and then outlined details of the Library's proposed 2004/05 budget (copy attached).

Public comment on AGENDA ITEM #4 PROPOSED 2004/05 LIBRARY BUDGET

An anonymous member of the public commented that there was no mention of the Mayor's suggestion for a voluntary 15% pay reduction for City employees and discussed this person's thoughts concerning the expenditure of Prop E, (Library Preservation Fund) monies for non-library uses. Mr. Peter Warfield expressed puzzlement with the way RFID was being addressed in the proposed budget. Mr. Warfield commented that the proposed budget was problematic, and suggested it de-emphasized books.

Commission discussion of AGENDA ITEM #4 PROPOSED 2004/05 LIBRARY BUDGET

Vice President Steiman lauded the proposed increase in the book budget and noted that there could be ongoing cost savings benefits in addition to more efficient tracking of materials that could recommend using an RFID system. Ms. Hildreth proposed to provide information concerning all aspects of RFID at a Forum proposed for a time certain 6 to 7:30pm during the next Library Commission meeting of March 4th. The City Librarian noted that this was an important decision that the Commission should deliberate thoughtfully and be fully comfortable with before the Library went forward with a new system. In response to a question by Commissioner Bautista, Mr. Nichols proposed to inform her of the City's policies concerning investments. In response to a question by President Higueras, Mr. Nichols noted, that the proposed budget reflected an assumption that the employee 7% pick up of retirement costs would continue this year; and, if that should change it would mean an additional $2.5 million in costs to the Library. In response to President Higueras question regarding funding RFID, Ms. Hildreth noted that the timing was particularly opportune and most cost effective to integrate the new system when developing plans for the major POE related improvements underway at the Main Library. The City Librarian noted that the BLIP projects would also be a perfect opportunity to integrate it into the branches. Ms. Hildreth also pointed out that, following any Commission decision regarding RFID, there would certainly be additional discussion of it during the Board of Supervisors budget process. In response to President Higueras concerns regarding maintaining a prudent budget reserve, Mr. Nichols and Ms. Hildreth reiterated that a change regarding the retirement giveback issue would significantly impact what was an adequate if not optimal budget reserve. Responding to comments by Vice President Steiman and Commissioner Bautista, the City Librarian observed that a spectrum of views on RFID would be heard from at the March 4th Forum and noted that additionally both the Board of Supervisors and the Mayor would have a role in determining if the Library should go forward with the system.

AGENDA ITEM #5 TOOL LENDING CENTER REPORT

Chief of Branches Donna Corbeil presented a detailed background slide presentation (copy attached) on the Library's Tool Lending Center and provided a summary of its history since 1999 and under the original contractor, the San Francisco League of Urban Gardeners (SLUG). Ms. Corbeil noting that the original concept was proposed by former City Librarian Regina Minudri, modeled after an equally successful example Ms. Minudri had begun while City Librarian of Berkeley. Ms. Corbeil reported creation of the Tool Lending Center was approved by the Board of Supervisors after introduction by Supervisor Barbara Kaufman with the support of Mayor Brown. Ms. Corbeil reported that the new contractor, the SF Clean City Coalition, chosen through the City's Request for Proposals (RFP) process, had reopened the Tool Center at the original location after a six month hiatus. Ms. Corbeil then introduced Ms. Gia Grant, Executive Director of the SF Clean City Coalition.

Public comment on AGENDA ITEM #5 TOOL LENDING CENTER REPORT

An anonymous member of the public offered an alternative view of the history of the Tool Lending Center. Mr. Peter Warfield agreed with the previous speaker's observation that the Tool Center was not a core function of the library.

Commission discussion of AGENDA ITEM#5 TOOL LENDING CENTER REPORT

Vice President Steiman pointed out that there had been discussion of the new arrangements at the Tool Lending Center by the Commission and noted that it had been clear from the beginning, given the popularity of the program, that, had the Commission not approved funding the Tool Lending Center, the Mayor and the Board of Supervisors would have. Ms. Hildreth noted that there were many supporters of the Tool Lending Center in the community that would certainly come to the Commission to speak in support of it being continued. The City Librarian noted that the cost was capped at $175,000 per year and noted that Mayor Brown had strongly supported the Tool Center since the program was proposed by former City Librarian Regina Minudri. President Higueras suggested that it would be up to future Library Commissioners to decide if the program could continue to be supported. Ms. Gia Grant, Executive Director of the SF Clean City Coalition, rose to respond to questions by Commissioner Coulter outlining the neighborhood beautification and improvement work that her organization performed for the City. Ms. Grant reported that hundreds of calls had been received when it was announced that the Tool Lending Center would reopen and noted that its programs complemented perfectly the effort to support direct neighborhood involvement in community beautification her organization existed to promote. In response to a question by Commissioner Bautista, it was reported that there were 3,000 cardholders with the Center, and that its tools were cataloged and tracked and any losses were the responsibility of the borrower. Additionally, Chief of Branches Donna Corbeil proposed to seek ways to include neighborhood youth and their families in the Tool Center activities. Vice President Steiman concluded the discussion by observing that this was a popular program that served a real need and that should sufficient funds be available in the future, she could support it as an enhancement to the Library's services.

AGENDA ITEM #7 FRIENDS OF THE LIBRARY REPORT

Martín Gómez, Executive Director of the Friends of the Library, reported to the Library Commission concerning a number of upcoming events including a "Cooks with Books" lecture and a City Arts and Lectures program by Katherine Harrison, rescheduled from last year, which marked the completion of the longstanding relationship between the Friends of the Library and City Arts & Lectures. Mr. Gómez announced the beginning of the Friends 2004/05 grant cycle, calling attention to $800,000 available for grants to support Library programs.

Public comment on AGENDA ITEM #7 FRIENDS OF THE LIBRARY REPORT

(None offered)

Commission discussion of AGENDA ITEM #7 FRIENDS OF THE LIBRARY REPORT

In response to questions by President Higueras, Mr. Gómez reported the Friends were considering various options to produce their own literary series in the future. Additionally, Mr. Martín Gómez provided a brief update on the Friends 'Capital Campaign for the Branch Libraries activities.

AGENDA ITEM #8 LABOR UNION REPORT

(None presented)

AGENDA ITEM #9 NEW BUSINESS

President Higueras, in response to Commissioner Bautista noting a recent experience where the Main Library's exterior lighting was not turned on a dark evening, requested a update report on general Main Library security issues by Facilities Director Rich Walsh and Security Chief Rachel MacLachlan. Commissioner Bautista also expressed interest in visiting the new Library Support Services facility at 190-9th Street.

Public comment on AGENDA ITEM #12 NEW BUSINESS

An anonymous member of the public noted that issues of security around the main Library and in the Civic Center were of concern. Mr. Peter Warfield suggested that Mr. Walsh's report also address increased elevator service costs

ADJOURNMENT

President Higueras proposed that the Commission adjourn the meeting in honor of the late Anne Kincaid, a retired staff member and former Coordinator of Adult Services and Head of the Humanities Department, who worked at the San Francisco Public Library from 1962-1997. Anne's incredible knowledge of books and materials, love of reference work, and good cheer in approaching new assignments will be long remembered and respected. She will be deeply missed. Anne requested no flowers and no memorial service. Donations in her memory can be made to Kaiser Hospice, 4131 Geary Blvd., 3rd floor; SF 94118. Donations can also be made to a book fund in her memory. These donations should be sent to Marcia Schneider, made out to the San Francisco Public Library.

MOTION: by Commissioner Streets, seconded by Commissioner Steiman that the meeting be adjourned In memoriam of the late Anne Kincaid, a longtime and respected member of the library staff who passed away on January 28, 2004.

ACTION: 5-0 AYE (Bautista, Coulter, Higueras, Steiman, and Strobin)

The meeting was adjourned at 6:32pm.

Michael Housh, Commission Secretary 2/12/04

Please note: These are draft minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of February 5, 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

ATTACHMENTS TO THE
MINUTES OF THE REGULAR LIBRARY COMMISSION MEETING
OF FEBRUARY 5, 2004

Brown Bag Lectures 2004

A wealth of free online information is available though the library's website

www.sfpl.org

Librarians will focus on web resources for featured topics.

Wednesdays, February 25 through March 31, 2004

12:10 – 12:50 pm Latino Hispanic Room

Feb 25 Business, Science, and Technology Resources on the Web	Mar 3 "Not Just For Kids" Electronic Resources in the Children's Center: online Homework Help, student resources and games.	March 10 Finding Music Resources on the sfpl website.
March 17 "How do I say that in.....?" Find Language Learning Resources Using the SFPL Website	March 24 Business, Science, and Technology Resources on the Web	March 31 Online San Francisco History resources at the San Francisco Public Library

Main Library 100 Larkin Street at Grove 415-557-4401 www.sfpl.org

Main Librarians are presenting a series of lectures on Wednesdays at noon featuring the wealth of information they have gathered on specific top

The San Francisco Public Library presents

Brown Bag Lectures 2004

A wealth of free online information
is available through the Library's Web site:
www.sfpl.org

Librarians will focus on Web resources for featured topics. Get your coffee and bring your lunch.

Wednesdays, January – February 2004

12:10 – 12:50 p.m.

Latino/Hispanic Community Meeting Room
Main Library, Lower Level

All programs at the Library are free.

Wednesday, January 14

HOW TO FIND AN ARTICLE: Learn how to find full-text magazine and newspaper articles using online resources.

26 attendees

Wednesday, January 21

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE HORMEL GAY & LESBIAN CENTER—BUT WERE AFRAID TO ASK.

Wednesday, January 28

GOVERNMENT INFORMATION: Learn the secret resources found in city, state and federal Web sites.

Wednesday, February 4

THE SAN FRANCISCO COMMUNITY SERVICES DATABASE: A searchable guide to city government and local organizations.

Wednesday, February 11

THE UNITED STATES CENSUS: How to access valuable in-depth year 2000 census information online. Find out who "really" lives in San Francisco.

Wednesday, February 18

HOW TO FIND COLLEGE INFORMATION: Using College Source Online and cacollegeguide.com.

San Francisco Public Library

Main Library 100 Larkin Street (at Grove) 415.557.4401 www.sfpl.org

1113-27

Susan Hildreth

From: Marcia Schneider
Sent: Thursday, February 05, 2004 1:27 PM
To: Susan Hildreth
Subject: FW: FEBRUARY 2004 at the SF MAIN LIBRARY

-----Original Message-----
From: Marcia Schneider
Sent: Friday, January 30, 2004 4:47 PM
To: Susan Hildreth
Subject: FW: FEBRUARY 2004 at the SF MAIN LIBRARY

Susan - for the Commission announcements
(you had Reversing Vandalism last month since it opened January 31, so this is just a reminder, plus the related program)

+ + + + + + + + + +

Reversing Vandalism-
Celebrating the artistic transformation of vandalized books.

Reversing Vandalism is an exhibition of over 200 original works of art created from books mainly on gay, lesbian, bisexual and transgender topics, women's issues and HIV/AIDS, that were destroyed by a vandal and withdrawn from the San Francisco Public Library's collection. Artists and concerned individuals from around the country worked to turn the damaged books into works of art. The wide variety of responses to this hate crime vividly demonstrates the transformative power of art.

Exhibition: From January 31 through May 2, 2004, Main Library, Lower Level, Jewett Gallery; Third Floor, Hormel Center and Grove Street Entrance

Related program:

17 FEBRUARY, TUESDAY
Reversing Vandalism: How Communities Can Transform Hate Into Healing -
Jim Van Buskirk, Program Manager for the James C. Hormel Center, Holly Alonso, Director of Peralta Hacienda Historical Park and Jude Thilman, Coalition Director of Marin Human Rights Roundtable on Hate Violence, speak on how community groups can come together and transform violence into a healing experience.

Main Library, Lower Level, Koret Auditorium, 6:30 - 8:00 p.m.

+ + + + + + + + + +

14 FEBRUARY, SATURDAY
The Wild Parrots of Telegraph Hill: A Love Story-
San Francisco resident and world famous "friend of the flock" Mark Bittner will read from and sign copies of his book.

Main Library, Lower Level, Koret Auditorium, 2:00 p.m.

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22 FEBRUARY, SUNDAY
Robert Moses' Kin Dances Baldwin -
In honor of Black History month, Robert Moses' Kin Dance Company will perform an excerpt from the ballet "Biography of Baldwin". Discussion to follow.

Main Library, Lower Level, Koret Auditorium, 2:00 p.m.

For more information on Library programs honoring Black History month go to http://sfpl.lib.ca.us/news/blackhistory.htm

+ + + + + + + + + +

25 FEBRUARY, WEDNESDAY
Behind the Scenes at A.C.T.: Levee James -
Launching New Work: A look at the importance of new plays to Bay Area theater. Join members of A.C.T.'s artistic team for a look at the world premiere production of Levee James and a discussion on the continuing efforts to further the development of new writing for American theater and the process in which new plays are developed for today's audiences.

Main Library, Lower Level, Koret Auditorium, 6:30 - 8:00 p.m.

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*****COMING UP*****MARK YOUR CALENDARS

7 JUNE, MONDAY
125th Anniversary Celebration of the San Francisco Public Library The Library will hold a festive event at noon on the Larkin Street steps to celebrate on its 125th birthday, which will feature entertainment, speeches and a birthday cake. Sponsorship requests are being made this week to the Friends of the Library, the San Francisco Chronicle and KPIX, all of whom have expressed interest in supporting the celebration.

February 4 marked the beginning of a 125-day countdown to the big event, which will be posted on the Web site. Phil Frank kicked off the countdown with a Farley cartoon in the Chronicle. Many other related events are in the works, including children's birthday parties and open houses in the branches, history lectures in the branches and Main, history exhibitions at the Main outside the SF History Center and the Grove Street entrance, historical walking tours of the neighborhoods by City Guides, history displays in the branches and more.

The Library is collecting people's memories and statements about the Library, leading off with a statement by Dr. Kevin Starr, which will run in the March At the Public Library:

Statement by Dr. Kevin Starr, State Librarian of California, in honor of San Francisco Public Library’s 125th Anniversary:

The San Francisco Public Library resembles the city it serves. This is to say: the San Francisco Public Library is venerable, inclusive, elegant, intermittently formal and informal, free spirited, and sometimes zany! For 125 years, the San Francisco public library has been one of the primary ways that San Francisco has thought about itself. Cities, you see, are libraries of human activity. A city is a collection of people, together with the agencies, institutions, and public services that support human life. Cities are works of art: grand arrangements of architecture, roadways, and open space. Above all else, cities are agencies of memory. They provide a means for human beings to store and arrange memory across time.
All these things and more are also what libraries are about. Like cities, libraries are inventories of human achievement, systematized and rendered recoverable. It was can be argued, in fact, that the city and the library as institutions have run together in tandem for more than 5,000 years. If you ask yourself, “Where can I find San Francisco?” you will have many answers; for San Francisco is a beautifully situated city, with many distinguished examples of architecture and engineering. High on your list, however, will be the San Francisco Public Library. In its Main Library and its branches, the San Francisco Public Library not only serves the reading and information needs of the citizens of San Francisco, it also represents their best hopes for themselves and their community. The peoples of the world have come to San Francisco. The wisdom of the world—and its most up-to-date information! —have come to the San Francisco Public Library for the instruction, delight, and usefulness of its citizens.---Dr. Kevin Starr, State Librarian of California

San Francisco Public Library

2004-05
Proposed Budget

Proposed Budget

- **Balanced**
- **Increased revenue (LPF)**
- **No additional GF subsidy**
- **No budget cuts**
  - **Baseline revenue enough to cover baseline increases; and enhancements to baseline.**
    - **$1.6 million for baseline growth**
    - **$1.2 million for discretionary purposes**
- **Budget of Opportunity**

2004-05 Proposed Budget

Total	**$87.929 million**
Operating	**$56.207**
Capital	**$31.722**
Change	**$31.046 million**
Operating	**+$ 1.730 million**
Capital Budget	**+$30.603 million**
Other (Portola)	**- $ 1.287 million**

Operating Budget

$56.207 million

$1.730 m increase over 03-04
$1.6 m baseline budget adjustments
$1.1 m reduction for one-time costs
$1.2 m enhancements to baseline

Baseline Adjustments
($1.6 million)

- **Retirement Fund ($808,000)**
- **Health Benefit Plan Costs ($644,000)**
- **Unemployment Insurance ($76,000)**
- **Annualized Costs ($67,000)**
- **Substitutions ($39,000)**

- **Non-discretionary & non-negotiable**

New Funding Requests
($1.244 million)

- **Books/Collection ($545,000)**
- **Technology equipment/infrastructure ($370,000)**
- **Services/Staffing ($168,000)**
  - **User-placed reserves**
  - **Delivery Services**
  - **Temp Help -APL**
- **Audio-Video equipment ($44,000)**
- **Elevator Maintenance/Deferred Maint. ($70,000)**
- **Program materials/supplies ($13,000)**
- **Roof Inspection Program ($23,000)**
- **Table repair ($10,000)**

Capital Improvements
($31.722 million)

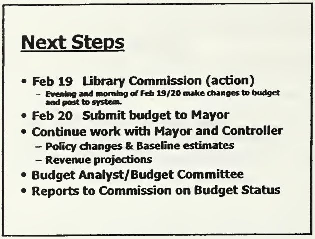
- **Branch Library Improvement Bond Program** ($29 million)
- **Main Library POE Improvement Program** ($2.352 million)
- **Deferred Maintenance Program** ($370,000)

RFID

- **Funds not included in proposed budget**
- **Request set-aside in reserve pending outcome of public forum (March 4, 2004)**
- **Include funds ($580,000) in budget request from LPF reserve if following public forum, Commission determines RFID is in the best interest of the Library and community.**
- **Long-term commitment – phased in over five years at cost of $3.296 million.**

LPF Reserve

$2.249	**Current balance available**
-$1.022	**Capital Improvements**
$1.227	**Balance**
-$0.580	**RFID**
$0.647	**Balance**
$0.427	**CY Revenue Increase**
$0.360	**CY Expenditure savings**
$1.434	**Projected Balance (7/1/04)**



Next Steps

- **Feb 19 Library Commission (action)**
  - **Evening and morning of Feb 19/20 make changes to budget and post to system.**
- **Feb 20 Submit budget to Mayor**
- **Continue work with Mayor and Controller**
  - **Policy changes & Baseline estimates**
  - **Revenue projections**
- **Budget Analyst/Budget Committee**
- **Reports to Commission on Budget Status**

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

January 29, 2004

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: 2004-05 Proposed Budget

On February 5, 2004 I will present to the Commission, the Library's budget proposal for Fiscal Year 2004-05. Although presented as a discussion item, City Departments are required to submit their final budgets to the Mayor by February 20, 2004. Consequently, final action on the budget must be taken by the Commission during its meeting on February 19, 2004. The attached report describes the Library Administration's proposed budget for 2004-05.

The proposed budget is a balanced budget that fully funds existing programs and services and meets the Library's most critical needs. It is balanced with revenue estimates provided by the City Controller; utilizes revenue balances available for appropriation from the Library Improvement Fund and the Library Preservation Fund; and anticipates the sale of GO bonds to support the Branch Library Improvement Bond Program.

In many respects the proposed budget is a budget of opportunity. While most City Departments are preparing for possible service and workforce reductions to accommodate a 15 percent cut in funding that is directly related to anticipated cuts in State spending, the Library's proposed budget not only supports all existing services, programs, and staff; it also puts forward several key initiatives that the Library Administration believes will improve public service and increase operational efficiency.

The proposed budget fully funds baseline programs and services; increases the collection budget by $545,500 (including a permanent base increase of $207,000); provides funds for needed equipment and additional public service staff; increases spending on deferred maintenance; and, provides additional appropriations for the Main Library POE Program and Branch Library Improvement Bond Program. Of note, the proposed budget once again does not rely on General Fund subsidies beyond amounts required by Charter Section 16.109.

The proposed budget for 2004-05 is by far the most complex budget that I've prepared and coordinated over the last five years. In my report, I've tried to lay out both revenue and expenditure changes as clearly and concisely as possible. There is a lot for you to consider. As you review the attached material, please call me at (415) 557-4248 if you have questions or need clarification.

Attachments

cc: Paul Underwood, Deputy City Librarian

San Francisco Public Library
Report on 2004-05 Proposed Budget

Strategic Planning

Over the last five years, Library Administration has made budget allocation decisions based on available revenue, community need, and public services. The Library focused its efforts on 1) improving public service; 2) maintaining its infrastructure; and 3) increasing expenditures for the collection. Funding priorities and allocation decisions were established consistent with these three broad objectives. Although successful in meeting these objectives through its annual budgets,[1] priority setting and allocation decisions were not fully integrated with a strategic planning process.

With the recent approval by the Commission of the Library's Strategic Plan 2003-2006, the allocation decisions reflected in the proposed budget are now fully integrated with the Library's strategic planning process. The program enhancements included in the proposed budget are directly driven by the Strategic Plan. As overall need exceeds available resources, the Strategic Plan provides a valuable framework for assessing and prioritizing the funding requests included in the proposed budget. **Attachment A** summarizes the funding requests submitted, their nexus to the Strategic Plan, and the requests included in the proposed budget.

Library Revenue

Public library services and operations are funded primarily by revenue allocations required by Charter Section 16.109. Proposition E approved by the voters in 1994 and codified as City Charter Section 16.109, created the Library Preservation Fund (LPF) and entitlement funding for Library services. The Charter requires an annual allocation of property tax dollars to the LPF in an amount equal to 2½ cents for every $100 of assessed property valuation in the City; and an allocation from discretionary General Funds in an amount equal to the percentage of General Fund allocated to the Library in 1992-93 (approximately 2%). For 2004-05 the Controller estimates[2] allocations of $55.671 million from these sources – $23.531 in property taxes and $32.140 million from the General Fund. This is an increase of $453,000 and $1.083 million in property tax[3] and General Fund[4], respectively. Approximately 98% of the Library's services and programs are funded by these sources.

In addition to required allocations of property tax and General Fund, Library services and operations are also funded by other revenue sources. In 2004-05, the Library anticipates receiving $330,000 from the Fuhrman Trust Fund[5]; $337,000 from miscellaneous revenue sources[6]; $64,000 from a State LSTA grant for Project Read;

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[1] Through the annual budget, the Library has implemented the Millennium Integrated Library System, expanded services to children and teens, increased staffing for Branch Libraries, fully integrated Project Read as a City funded literacy program, expanded Internet and WAN connections to all Library facilities; increased spending for Deferred Maintenance Program, established the Main Library POE Program; implemented the Branch Library Improvement Bond Program; and increased baseline spending for the collection by $1.7 million or 45% since 1998-99.

[2] Revenue estimates per Controller's revenue staff; and, as reported in BPREP, the City's automated budget system.

[3] State Budget proposes taking $1.3 billion statewide from local property taxes and shifting them to support K-12. The Controller has indicated that this will not impact Library allocations of property tax as the funding requirement is based on "assessed valuation" and not on net receipts available for allocation.

[4] The General Fund allocation consists of Departmental revenue (Library fines, fees, etc.), State subventions (Public Library Fund and Interlibrary and Direct Loan Program reimbursements), and discretionary General Fund. With regard to the State Public Library Fund, 2004-05 allocations are currently assumed to remain the same as 2003-04 (approximately $351,000).

[5] Bequest established in the 1940's. Revenue from oil lease royalties, grazing leases, and interest provide ongoing source of revenue to purchase books and materials on economics and political science for the Library's collection.

and $53,286 from the Friends & Foundation of the San Francisco Public Library to support the Hormel Center. Total operating revenue in 2004-05 is estimated at $56.455 million.

To support its Capital Improvement Program, the Library will use library-specific revenue. To support the Branch Library Improvement Program, the Library proposes to sell an additional $29 million in Branch Library Improvement GO Bonds during the first half of 2004-05. This will be the 3rd sale conducted since Proposition A was passed in November 2000. Previous sales and appropriations for the Branch Library Improvement Bond Program total $40.965 million. To support Main Library POE work, the Library proposes appropriations of $2.352 million – $1.451 million from the Library Improvement Fund (LIF)[7] and $901,000 from the LPF reserve[8]. The $2.352 million augments $4.4 million in LIF and LPF dollars previously appropriated for POE related projects. To support its Deferred Maintenance Program, the Library will use $121,000 from LPF reserves and $249,000 from LPF operating funds.

Revenue and revenue changes are summarized in the following table.

Revenue Source	2003-04 Budgeted	Change	2004-05 Projected
General Fund (Baseline)	$ 31,057,209	$ 1,082,797	$ 32,140,006
Library Preservation Fund (Property Tax)	$ 23,078,000	$ 453,000	$ 23,531,000
Miscellaneous Revenue	$ 336,000	$ 1,000	$ 337,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
State Grants	$ 61,381	$ 2,619	$ 64,000
Private Gifts	$ 77,479	$ (24,193)	$ 53,286
Sale of Land	$ 1,287,000	$ (1,287,000)	$ -
LPF - Fund Balance	$ 654,771	$ 367,963	$ 1,022,734
Library Improvement Fund (POE)	$ -	$ 1,450,656	$ 1,450,656
Proceeds from Sale of Bonds	$ -	$ 29,000,000	$ 29,000,000
Total	$ 56,881,840	$ 31,046,842	$ 87,928,682

Library Preservation Fund Reserve

Over the last five years, the Library has used unappropriated balances or reserves in the Library Preservation Fund to buy equipment, to support its Deferred Maintenance Program, and to fund one-time special repair projects, studies, and programs. It has been the Administration's policy to use reserve funds for one-time purposes and not for ongoing or permanent programs or staff. The amount available for appropriation from the reserve fluctuates from year to year depending on allocations or expenditures budgeted from the reserve; on mid-year and year-end revenue adjustments made by the Controller[9]; and, on year-end budgetary savings a portion of which are credited back to the fund.

It is Commission policy to maintain a prudent reserve of 3% to 5% of revenue allocations made pursuant to the Charter requirement. Maintaining a prudent reserve is both good business policy and practice particularly in times of economic difficulty as it provides a hedge in the event revenue allocations decline and minimizes impacts to public service. A prudent reserve also provides a source to make major service improvements such as the acquisition of the Millennium Integrated Library System; and a source for major renovation projects such as the POE work at the Main. From a planning perspective, this is critical given the lack of General Fund support beyond the amount required by the Charter.

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[6] Includes interest earnings credited to the LPF and property tax abatements credited by the State.

[7] The Library Improvement Fund (LIF) was established in 1988 after passage of Proposition A, a bond measure that authorized the sale of GO bonds to build the new Main Library. The $1.4 million represents unappropriated interest and settlement fees remaining in the fund.

[8] The LPF reserve as of 1/26/04 has a balance available for appropriation of $2.2 million.

[9] The Controller over the course of the year recalculates allocations required by Charter Section 16.109 based on revised projections and actual revenue (property tax assessments and discretionary General Fund). Under-allocations of required revenue are credited to the LPF if not appropriated through a Supplemental Funding Request. Over-allocations resulting from a drop in revenue or assessments are taken, if needed, from the reserve to balance with Library expenditures.

In 2003-04, the Board of Supervisors (BoS) appropriated funds from the reserve to meet policy objectives that, while beneficial for the City overall, were not priorities of the Library or the Library Commission. Given the Library's needs and proposed budget for 2004-05, the appropriation from reserves made by the BoS has diminished the Library's ability to both implement programs it believes are critical; and, to maintain a reserve that is prudent. Consequently, the Library's proposed budget will require appropriation of LPF reserve funds that, based on a current balance of $2,248,572 will leave a balance of $622,000 (1.1%) if all of the Library's proposals are funded.

2004-05 Proposed Budget

Budget Overview

The proposed FY 2004-05 budget totals $87.929 million and is balanced with projected and anticipated revenue. The budget includes $56.207 million for operations and services (Operating Budget); and, $31.722 million for capital improvements (Capital Improvement Budget). Capital improvements include $29 million for the Branch Library Improvement Program; $2.352 million for Main Library POE[10] improvements including renovation of space vacated by the move of Technical Services from the first floor of the Main to the Support Services Center at 190-9th Street[11]; and $370,000 to support the Deferred Maintenance Program. The proposed budget is $31.046 million greater than the current year budget with growth due primarily to additional appropriations for capital improvements (i.e., bond sale). The proposed budget reflects an increase of $1.730 million for operations and services; and an increase of $30.603 million for capital improvements. Budget increases are offset by a reduction of $1.287 million budgeted in 2003-04 as a transfer of funds from the Branch Bond Program to the San Francisco Unified School District for purchase of land for the Portola Branch Library. Budget changes are summarized on **Attachment B**.

Operating Budget

The Library's operating budget contains the funds necessary to support its non-capital services and programs. It provides funding for direct public services and indirect services that support the Library's public service mission. The operating budget includes funds for staff; collections; program materials and supplies; equipment; equipment and building maintenance, service, and repair; consultant and professional services, services provided by other City Departments; training; and other expenditures necessary to support public programming and services. The operating budget supports: a) baseline programs and services; and, b) enhancements to baseline programs. Enhancements to baseline programs are funded after ensuring that baseline programs are funded and if Library specific revenues are available to support them.

The **baseline** component of the operating budget represents the resources necessary to continue providing the same level of service and programming provided in the current fiscal year (2003-04). It assumes that these services and programs will continue into the budget year (2004-05). The baseline also includes funding necessary to ensure that existing services and programs remain fully funded. Baseline adjustments include funds to cover changes in employee compensation including increases in the cost of fringe benefits, COLAs for contracted maintenance services, and the annualized cost of employee compensation or services only partially funded in the current year. Growth in baseline costs are offset by budgetary savings from one-time cost items such as equipment and one-time projects or activities budgeted in the prior year. **Enhancements** to the baseline operating budget are funding initiatives that increase, expand, or improve baseline services and programs; add new services or programs; or, provide one-time funding to purchase new or replacement equipment, conduct special studies, or implement one-time projects or programs.

The proposed operating budget for 2004-05 totals $56.207 million – an increase of $1.730 million or 3.2% over the previous year. The operating budget increase includes $1.599 million in baseline growth offset by $1.113 million in one-time reductions; and $1.244 million in enhancements or augmentations to the baseline.

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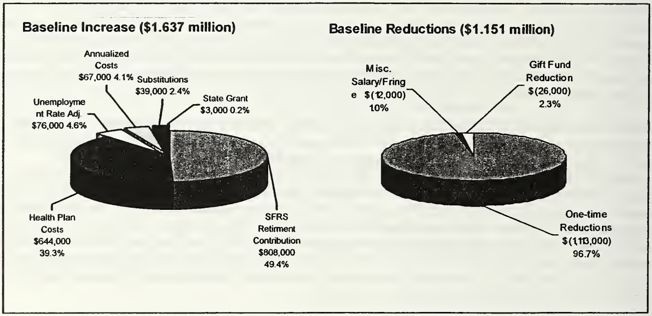
[10] Post Occupancy Evaluation report completed in January 2000.

[11] Move is planned for August and September 2004.

Baseline budget adjustments include:

- Increase of $808,027 for the Library's share of cost or contribution to the San Francisco Retirement Trust Fund. The contribution to the retirement fund is based on actuarial and fiscal analysis conducted by the Retirement System that shows contributions from the General Fund and special funds are necessary to ensure that the Retirement fund remains solvent and able to meet its obligations.
- Increase of $644,012 to cover increases in the cost of employee health benefit plans. This represents a 15% increase in plan costs.[12]
- Increase of $76,278 to cover increases in unemployment insurance rates.
- Increase of $66,964 to annualize the Librarian II position for the Mission Bay Branch Library which was budgeted at 0.25 FTE (start date of April 1, 2004) in FY 2003-04.
- Increase of $39,444 for reclassifications that occurred in 2003-04.
- Increase of $2,619 in State Grant for Project Read.
- Reduction of $11,570 for miscellaneous salary adjustments in 2004-05.
- Reduction of $1,112,808 reduction for one-time cost items budgeted in 2003-04. One-time cost adjustments are summarized on **Attachment C.**
- Reduction of $26,409 in gift funds from the Friends & Foundation of SFPL.
- Net increase of $486,587 to the baseline budget. Baseline budget adjustments are described below.


Baseline Increase ($1.637 million)

Baseline Reductions ($1.151 million)

New spending initiatives (enhancements) include:

- Increase of $545,500 for the collection budget. This includes a permanent baseline increase of $207,000 (4%) to the collection budget; $266,000 for opening day collections in the Branch System; $57,500 to

purchase books for the second BLIP bookmobile which is expected to be operational in the Fall of 2004; and, $15,000 to buy additional collection materials for the first BLIP bookmobile which is now operational.

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[12] The 15% is an estimate provided by the Mayor's Office. Actual rate adjustments will not be known until March/April. The budget assumes a 15% increase however, the Mayor's Office has indicated that rates could be adjusted by as much as 20%. An additional 5% increase would cost $215,000.

- $310,000 for scheduled replacement of public service and staff PCs and workstations; enhancements to the online system; and purchase of remote access software to facilitate updating of SFPL web pages. Funds will provide needed PC equipment for staff and public by refreshing old equipment and supplying additional equipment where needed; and, ensure continuous, uninterrupted operability of the library's network.

- $60,000 for enhancements to the Millennium Integrated Library System. This includes adding modules and products to facilitate and expand services to the public and provide necessary training and resources to enable staff to provide those services. Includes InnReach Link+ which will allow the Library to participate in resource-sharing with other Millennium libraries in the Bay Area region by enabling users to access, request and borrow materials from a combined catalog of participating libraries ($26,000); Floating collections will enable the Library's large print collection (and other designated collections) to travel from one location to another ($9,000); adding additional SIP2 licenses for each self-check machine (it is expected one machine will be added in FY04/05 at a cost of $2,500 + 15% maintenance); upgrading Telephone Renewal System Software from 4 to 8 lines ($8500); and Custom programming and specialized training optimize system services and provide staff with the necessary skills and knowledge to fully use the system ($14,000).

- $47,202 for four 15 hour/week Library Page positions (1.13 FTE) for the Branch Library system to process reserves which have increased significantly since "free" user-placed reserves were implemented.

- $97,701 for a full-time Delivery Truck Driver ($48,701) and delivery truck ($49,000) for Delivery Services. The proposed increase is consistent with recommendations made in a study of the Library's delivery system. The study found that existing vehicles (3) and staffing (3) are insufficient to meet the increasing volume of items handled and transported between the 26 Branch Libraries and the Main Library; and the public's demand for more timely processing of materials. The library estimates that it transports 2 million items annually between locations and the additional driver and vehicle are needed to meet this need.

- $23,423 for temporary help in the Public Affairs Office for a part-time as needed Public Information Officer to assist with publication of "At the Public Library".

- $44,000 to upgrade and replace audio-visual equipment. Includes replacing CRT/video data projector with a DLP projector, upgrading computer/projector interface components and reprogramming A/V system remote control to operate the projector and DVD player in the Children's Center ($17,500); purchase of two Power Mac 5 workstations to support graphic design work such as signage; program and event announcements and brochures; public notices and announcements; and reports ($4,500); upgrading and replacing video production equipment (replacing Hi-8 format video camcorder with DV cam format video camcorder ($4,000) and upgrading video editing equipment hardware and software ($10,000); and purchasing a XGA portable video/data projector and travel case for branch programming and staff/public training in the branches ($8,000).

- $70,000 for a work order with the Bureau of Building Repair, Department of Public Works for elevator maintenance and repair services. BBR, DPW manages the City-wide elevator service contract and passes costs back to City departments. BBR has used funds budgeted for routine maintenance and repair projects work ordered to them to cover the Library's share of contract costs. The Library's costs for elevator maintenance increased from $25,000 to $70,000 annually with the expiration of warranties for the seven elevators in the Main Library in 2001-02. The budget has not been augmented to cover this cost. Using funds budgeted for maintenance and repair to support the contract has reduced deferred maintenance funds by 24% resulting in less maintenance and repair of Library facilities. Augmenting the budget specifically to cover this cost will enable the Library to better maintain its facilities.

- $5,000 for materials and supplies for the Library's Human Resources Recruitment Program. This program supports the Library's ongoing effort to recruit the most qualified candidates for Librarian vacancies. The Library actively recruits at professional conferences sponsored by the American Library Association, the

Public Library Association, and the California Library Association. Funding would provide for retnal of booth and table space at conferences, to purchase recruitment supplies, and to pay for delivery and mailing of recruitment materials and displays to conferences.

- $8,000 for materials and supplies. Funds are needed by Children and Youth Services Program to provide bibliographies and service brochures for children and teens. Funds will be used to increase the volume of outreach materials available for placement at Branch Libraries; and for distribution to schools, community groups, community fairs, parent-teacher groups, and youth serving agencies like the YMCA, Boys and Girls Club, daycare centers and pre-schools. Materials are also distributed to universities and colleges who use the bibliographies and brochures in their curriculum.

- $23,000 to implement a Facilities Roof Inspection Program. Funding would provide a program of biannual inspection of roofs at all Library facilities. Biannual inspections would provide early warning of potential problems, facilitate minor repairs before they grow into serious repairs, and facilitate budget and program planning.

- $10,000 to repair, re-finish and repair reading tables in Library facilities that are vandalized or damaged by graffiti and heavy use.

Capital Improvement Budget

The Library's proposed Capital Improvement Budget for 2004-05 includes funding to support three programs – the Branch Library Improvement Bond Program ($29 million), Main Library POE Program ($2.352 million), and the Library's Deferred Maintenance Program ($370,000). The proposed Capital Improvement Budget totals $31.722 million and is funded by proposed appropriations of Branch Library Improvement Bonds ($29 million), Library Improvement Funds[13] ($1.451 million), LPF reserves ($1.022 million), and LPF baseline revenue ($249,000). Proposed projects and funding sources include:

- ***Branch Library Improvement Bond Program.*** The program is in its third year of operation. To date $40.965 million in GO bonds have been sold and appropriated. To cover program expenditures and ensure adequate cash flow through the first half of FY 2005-06, the Library is proposing the sale of an additional $29 million in FY 2004-05. Of the $40.965 million already sold and appropriated, $17.749 million was spent or encumbered through January 2004. Based on the current expenditure plan for the Program, the $40.965 million sold and appropriated will be fully obligated by the end of the first quarter of next fiscal year and the program will experience cash flow problems without the additional sale. To date, all site acquisitions have been completed; Phase I and II projects are in design with several in construction by the start of next fiscal year; and, Phase III projects will be in design. Funds must be in place prior to bidding and awarding contracts for design and construction and the additional sale and appropriation are needed to keep the program on track.

- ***Main Library POE Program*** The program was established to address the most egregious building deficiencies identified in the Post Occupancy Evaluation of the Main Library that was completed in January 2000. To date, $4.4 million has been appropriated for Phase I and Phase II projects. Phase I projects funded by $1.1 million from the Library Preservation Fund and $500,000 from the Library Improvement Fund have been completed. Phase II projects which included new signage, construction of a second floor bridge to connect the Larkin and Fulton Street entrances to the Children's Center, and redesign and reconfiguration of existing first floor public service areas are funded by a $2.8 million appropriation from the Library Improvement Fund.

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[13] Unappropriated balances remaining in the Library Improvement Fund (LIF). Fund balance consists of interest earnings and settlement funds.

Of the $2.8 million appropriated for Phase II projects, $416,000 is budgeted for fabrication of a new signage system[14]; $577,000 was redirected from the 2nd floor bridge project[15] to construct a loading dock and renovate the first floor area adjacent to the loading dock at the Support Services Center[16]; and $1.8 million was budgeted for renovation of first floor public service areas. Of the $1.8 million budgeted for 1st floor renovations, $436,000 was recovered by the City in 2002-03 as an overhead charge to offset the cost of indirect services funded by the General Fund in support of bond funded programs. The unanticipated recovery was taken years after funds were initially appropriated leaving only $1.3 million to complete planned improvements to the first floor. With the move of Technical Services from their current space on the first floor to the Support Services Center, an additional 18,000 square feet will be opened up for public use.

The Library proposes to combine both projects – redesign of existing public service space and redesign of space vacated by Technical Services – into a single project that will be completed in phases to minimize disruptions to service and operations. DPW estimates the cost of renovating the first floor at $3.072 million. This includes renovating existing public service space and space currently occupied by Technical Services ($2.722 million); and, the public restrooms ($350,000). See **Attachment D** for project estimate.

An integral part of the first floor renovation project is the purchase and installation of an automated sorting system which is the most efficient method for handling returns in Borrower Services. Tech Logic, the manufacturer and installer of automated sorting systems, estimates the cost of the system at $1.210 million. The Library plans to implement the system in two phases. The first phase involving the purchase and installation of a conveyor run from the express book drops to the main sorting area, a barcode reading machine, re-sensitizing tunnel sizing/squaring machine, three loaders, and an eight-bin sorting section will be funded in 2004-05 at a cost of $666,750 including freight, training, warranty, and taxes. The second phase which includes the purchase of a RFID reading machine, binding detector, and book trucks, and bins will be funded in 2005-06 at a cost of $543,025.

In 2004-05, the Library proposes funding renovation of first floor space including the restrooms with $1.386 million from the Library Improvement Fund previously appropriated and available; $1.451 million from unappropriated balances available in the Library Improvement Fund; and $235,000 from Library Preservation Fund reserves. Regarding funding for the automated sorting system, the Library proposes appropriation of an additional $666,750 from Library Preservation Fund reserves for Phase I of the project. Project costs are summarized on **Attachment E**.

- ***Deferred Maintenance Program.*** This program provides for both routine maintenance of Library facilities and one-time special repair projects that occur annually. The program has a baseline budget of $184,000 which is work ordered to the Bureau of Building Repair, DPW. The baseline program is augmented annually to cover maintenance and repairs that exceed the baseline budget and for one-time special repair projects that occur annually. Given the age and condition of many of the Library's facilities, ongoing maintenance is essential for protecting public safety and providing comfortable and inviting environments in which to visit and work.

  Maintaining facilities in good repair is a proven and cost-effective alternative to more expensive repairs that result from neglect. Routine projects performed annually include maintenance and repair of electrical, plumbing, HVAC, and security systems; repair or replacement of doors, windows, interior and exterior walls, foundations, walkways, and roofs; interior and exterior painting, and replacement of worn carpet and flooring. With 28 facilities – 27 of which are public facilities – maintaining them in good repair is mission critical.

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[14] Design completed. Contract awarded to LC General Engineering & Construction who will sub fabrication work to Priority Architectural Graphics. Anticipate final plans/drawings by 3/1/04, fabrication completed by 5/31/04, and installation by 8/31/04.

[15] Due to design issues, security issues for the Children's Center, and cost issues related to increased staffing necessary to manage the Larkin and Fulton Street entrances, CIAC was notified that this project would not be done and that funds would be redirected to the Support Services Center project.

[16] Construction bids received and contract awarded to Kin Wo Construction.

The proposed budget augments the base budget of $184,000 by $370,000. The funding increase includes $200,000 for routine maintenance and repair projects; and, $170,000 for two special repair projects – $110,000 to clean exterior and interior windows and exterior metal work at the Main Library and $60,000 to repair and renovate the front stairs at the Park Branch Library. The Deferred Maintenance Program is funded by $249,000 from LPF baseline revenue allocated per the Charter and $121,000 from LPF reserves.

Radio Frequency Identification System (RFID)

Not included in the proposed budget at this time are funds needed to initiate the implementation of RFID technology. As previously reported, RFID is fast becoming the industry standard for managing Library collections and inventories. When first discussed with the Commission, issues regarding privacy were raised by members of the community and the Commission directed staff to hold a public forum in which these issues could be debated and discussed. The public forum was viewed as necessary for informed decision-making and as a prerequisite for action by the Commission. A public forum to be held on March 4, 2004 during the Commission's regularly scheduled meeting is now being planned.

Library Administration considers the community's concerns to be serious, however it believes that RFID can be a benign technology that will significantly improve management of the Library's collections if implemented and managed in an appropriate and sensitive way. RFID is critical for improving collection management and the decision on whether or not to fund it has significant impact on planning of renovations at the Main Library; and the renovation and construction of Branch Libraries under the Branch Library Improvement Bond Program.

Although funds are not currently included in the Library's proposed 2004-05 budget, Library Administration recommends that the Commission consider action to set-aside reserves in the Library Preservation Fund pending the outcome of the public forum and discussion and action by the Commission. Moreover, it recommends that the Commission consider action to authorize the Library Administration to add funds for RFID from the Library Preservation Fund reserve to the proposed budget if following the public forum, the Commission determines RFID to be in the best interests of both the Library and the community; and, prior to the Mayor's submittal of the budget to the Board of Supervisors.

If approved the Library would implement RFID system-wide over a five year period beginning in 2004-05. Phase I costs are estimated at $580,000 and are detailed on **Attachment F.**

Next Steps

The deadline for submitting the budget to the Mayor is February 20, 2004. Consequently, the Commission must take action on the budget during its February 19, 2004 meeting. Once the budget is submitted we will work with the Mayor's budget staff on refining estimates (i.e., Health Benefit Plan cost increases, work order charges, etc.) and coordinating adjustments to the budget that the Mayor, in his discretion may make. We will also continue to work with the Controller's staff on revenue projections; and with the Office of Public Finance on scheduling the Branch Bond sale.

The proposed budget is based on current revenue projections and current policy direction provided by the Controller and the Mayor, respectively. The budget may have to be adjusted up or down based on policy decisions made by the Mayor and/or revisions in the Controller's revenue calculations. The Mayor is required to submit his budget to the BoS by June 1st. However, the Mayor could decide or be compelled to release the budget sooner. Over the next few months, staff will report back to the Commission on policy developments and changes to the budget that may occur.

1/29/2004

Public Library
2004-05 Proposed Budget
Proposed Budget Initiatives

Attachment A

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget
FUNDED									
1	IRMO	General Information; Current Topics & Titles; Lifelong Learning	Goals 3; 11; 15	Collection Budget Augmentation. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.			$ 545,500	$ -	$ 545,500
2	Automation	General Information; Lifelong Learning	Goals 4; 12.1.1	Technical Refreshment			$ 310,000	$ -	$ 310,000
3	Automation	General Information; Lifelong Learning; Current Topics & Titles	Goals 3.2.1; 4.2.1; 11.1;14.2.1; 15.2; 16.2	III Millennium Enhancements (One-time funding)			$ 60,000	$ -	$ 60,000
4	Branch		15.2; 17.1	Staffing for reserve processing (4.0 page positions)	1.13	Library Page	$ 47,202	$ -	$ 47,202
6	Operations	General Information; Current Topics & Titles	Goal 2.4; 15	Delivery Truck Driver	0.75		$ 48,701	$ -	$ 48,701
6	Operations	General Information; Current Topics & Titles	Goal 2.4; 15	Delivery Truck (One-time)			$ 49,000	$ -	$ 49,000
7	Public Affairs	General Information; Current Topics & Titles; Lifelong Learning	Goals 1.1.1; 2.1-3; 14.1.1; 6	Temporary Help (.46 PIO)	0.46	PIO	$ 23,423	$ -	$ 23,423
8	Public Affairs	General Information; Lifelong Learning	Goals 1.1.1; 4; 6	Audio-Visual Equipment: Includes upgrading video production equipment ($14,000); graphic design workstations ($4,500); Children's Center A/V systems including projector, DVD player, computer interface and controls. Also includes puchase of portable XGA video/data projector for Branch programming (One-time funding).			$ 44,000		$ 44,000
9	Operations	General Information	Goals 5.2; 5.3	Elevator Maintenance Services (DPW - BBR workorder)			$ 70,000	$ -	$ 70,000
10	HR			Materials & supplies for recruitment. Includes funds for material & supplies ($2,000) and mailing & delivery services in support of recruitment activities ($3,000).			$ 5,000	$ -	$ 5,000
11	OCYS	General Information; Lifelong Learning	Goals 1; 2; 10.1	Children & Teen bibliographies and brochures			$ 8,000	$ -	$ 8,000
12	Operations	General Information	Goals 5.2; 5.3	Roof Inspection Prog. (Biannual inspections)			$ 23,000	$ -	$ 23,000
13	Operations	General Information	Goals 5.2; 5.3	Refinish vandalized wooden tables	0.00		$ 10,000	$ -	$ 10,000
				TOTAL OPERATING BUDGET	**2.34**		**$ 1,243,826**	**$ -**	**$ 1,243,826**
1	Branch			Bond Sale and Appropriation			$ -	$ 29,000,000	$ 29,000,000
2	Main – Capital			Construction - POE Phase II(A)(B) - including restrooms on 1st floor			$ -	$ 1,685,331	$ 1,685,331
2	Main – Capital			Equipment - Automated Materials Sorting System (Phase I).			$ -	$ 666,750	$ 666,750
5	Operations			Deferred Maintenance Program			$ -	$ 200,000	$ 200,000
3	Operations			DMP: Main Library Exterior and window cleaning (One-time)			$ -	$ 110,000	$ 110,000
4	Operations			DMP: Park Branch - Repair/renovate front stairs (One-time)	0.00		$ -	$ 60,000	$ 60,000
				TOTAL CAPITAL IMPROVEMENTS BUDGET	**0.00**		**$ -**	**$ 31,722,081**	**$ 31,722,081**
				TOTAL PROPOSED	**2.34**		**$ 1,243,826**	**$ 31,722,081**	**$ 32,965,907**
SOURCES				Library Preservation Fund (LPF)			$ 1,243,826	$ 241,691	$ 1,485,517
				LPF Reserve			$ -	$ 1,029,734	$ 1,029,734
				Library Improvement Fund (LIF)			$ -	$ 1,450,656	$ 1,450,656
				Branch Library Improvement Bonds			$ -	$ 29,000,000	$ 29,000,000
				TOTAL SOURCES			**$ 1,243,826**	**$ 31,722,081**	**$ 32,965,907**

1/29/2004

Public Library
2004-05 Proposed Budget
Proposed Budget Initiatives

Attachment A

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget

NOT FUNDED

1	Main – Capital			Equipment - Automated Sorting Machine (Phase II)				$ 543,025	$ 543,025
2	Operations			Brooks Hall Lighting Upgrade Phase I				$ 500,000	$ 500,000
3	OCYS			Teen Librarians (1.0 position)	0.75	Lib I	$ 55,307	$ -	$ 55,307
4	Main			Community history collections & digitizing neighborhood photographs (0.38 position)	0.28	Lib I	$ 31,653	$ -	$ 31,653
5	Main			Enhance Affinity Centers (0.38 position)	0.28	Lib I	$ 27,653	$ -	$ 27,653
6	Branch			Staffing for Branch Libraries (4.0 Lib Asst. I)	3.00	Lib Asst. I	$ 161,545	$ -	$ 161,545
7	Public Affairs			Graphic Designer (0.5 Graphic Designer)	0.38	Graphic Dsgnr.	$ 20,950	$ -	$ 20,950
8	Public Affairs			Curator (0.5 position)	0.38	Curator	$ 25,521	$ -	$ 25,521
9	Operations			Exterior Painting - Various				$ 100,000	$ 100,000
10	Operations			Main Library Pigeon Proofing				$ 75,000	$ 75,000
11	Operations			Repaint Children's Center - Main Library	0.00		$ -	$ 25,000	$ 25,000
					5.06		$ 322,629	$ 1,243,025	$ 1,565,654

HIGH PRIORITY: ADD TO BUDGET AFTER PUBLIC HEARING, DISCUSSION, & APPROVAL BY THE COMMISSION

1	Main			RFID (Phase I)			$ 580,182	$ -	$ 580,182

TOTAL REQUESTED	7.40		$ 2,146,637	$ 32,965,106	$ 35,111,743

1/29/2004

Attachment B

Public Library
2004-05 Proposed Budge t
Budget Changes by Source

	Operations	Capital	Other	Total
SUMMARY				
2003-04 Annual Appropriation Ordinance	**$ 54,476,188**	**$ 1,118,652**	**$ 1,287,000**	**$ 56,881,840**
Baseline Changes	$ 486,587	$ (1,118,652)	$ (1,287,000)	$ (1,919,065)
Policy Changes	$ 1,243,826	$ 31,722,081	$ -	$ 32,965,907
2004-05 Proposed Budget	$ 56,206,601	$ 31,722,081	$ -	$ 87,928,682
Change	$ 1,730,413	$ 30,603,429	$ (1,287,000)	$ 31,046,842
DETAIL				
2003-04 Annual Appropriation Ordinance	**$ 54,476,188**	**$ 1,118,652**	**$ 1,287,000**	**$ 56,881,840**
Baseline Adjustments				
One-time Cost Adjustments	$ (1,112,808)	$ (1,118,652)	$ (1,287,000)	$ (3,518,460)
State Grant Increase	$ 2,619			$ 2,619
Gift Fund Reduction	$ (26,409)			$ (26,409)
Misc. Salary & Fringe Adj.	$ (11,570)			$ (11,570)
Annualized Costs	$ 66,994			$ 66,994
Retirement Contribution SFRS	$ 808,027			$ 808,027
Unemployement Insurance Increase	$ 76,278			$ 76,278
Employee Health Plan Cost Increases	***$ 644,012***			***$ 644,012***
Substitutions (Relcassifications)	$ 39,444			$ 39,444
Total, Baseline Adjustments	**$ 486,587**	**$ (1,118,652)**	**$ (1,287,000)**	**$ (1,919,065)**
2004-05 Adjusted Baseline Budget	**$ 54,962,775**	**$ -**	**$ -**	**$ 54,962,775**
Policy Adjustments				
1 Collection Budget Augmentation. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.	$ 545,500			$ 545,500
2 Technology Refreshement	$ 310,000			$ 310,000
3 III Millennium Enhancements	$ 60,000			$ 60,000
4 Staffing for reserve processing (4.0 page positions)	$ 47,202			$ 47,202
5 Deferred Maintenance Program	$ -	$ 200,000		$ 200,000
6 Delivery Truck Driver	$ 48,701			$ 48,701
6 Delivery Truck (CNG)	$ 49,000			$ 49,000
7 Temporary Help (.46 PIO)	$ 23,423			$ 23,423
8 Audio-Visual Equipment: Includes upgrading video production equipment; graphic design work stations; Children's Center A/V systems including projector, DVD player, computer interface and controls; and puchase of portable XGA video/data projector for Branch Libraries.	$ 44,000			$ 44,000
9 Elevator Maintenance Services (DPW - BBR workorder)	$ 70,000			$ 70,000
10 Materials & supplies for recruitment (HR).	$ 5,000			$ 5,000
11 Roof Inspection Prog. (Biannual inspections)	$ 23,000			$ 23,000
12 Refinish vandalized wooden tables	$ 10,000			$ 10,000
13 Children & Teen bibliographies and brochures	$ 8,000			$ 8,000
1 Branch Library Improvement Bond Program Sale and Appropriation		$ 29,000,000		$ 29,000,000
2 Construction - POE Phase II(A)(B) - including restrooms on 1st floor		$ 1,685,331		$ 1,685,331
3 POE Equipment - Automated Materials Sorting System (Phase I)		$ 666,750		$ 666,750
4 Main Library: Clean exterior and interior windows and metal-work		$ 110,000		$ 110,000
5 Park Branch: Repair/renovate front stairs		$ 60,000		$ 60,000
Total, Policy Adjustments	**$ 1,243,826**	**$ 31,722,081**	**$ -**	**$ 32,965,907**
Proposed Budget	**$ 56,206,601**	**$ 31,722,081**	**$ -**	**$ 87,928,682**
SOURCES				
LPF & Other Operating Revenue	$ 56,206,601	$ 248,691	$ -	$ 56,455,292
LPF Reserve	$ -	$ 1,022,734	$ -	$ 1,022,734
Library Improvement Fund	$ -	$ 1,450,656	$ -	$ 1,450,656
Branch Bond	$ -	$ 29,000,000	$ -	$ 29,000,000
Total, Sources	**$ 56,206,601**	**$ 31,722,081**	**$ -**	**$ 87,928,682**

LPF Reserve Balance (1/15/04)	$ 2,248,572
Estimated Balance 7/1/04 (based on budget plan)	$ 1,225,838
LIF (3CPLILOC) CLBPL8 POE	$ 1,241,760
LIF (3CPLI88B) interest	$ 208,896
	$ 1,450,656
Estimated Balance 7/1/04 (based on budget plan)	$ -

1/29/2004

2004-05 Proposed Budget
One-time Cost Adjustments: Detail

ATTACHMENT C

Division	Program	Index	Sub-Object	Description	Source	Total Amt. Budgeted	LPF Reserve	LPF (GF or Prop Tax)
Automation	EGG	415230	06000	Technology Refresh	2SLIBNPR	$ 300,000		$ 300,000
Branch	EEG	410306	06700	Branch Telephone Replacement	2SLIBCPR	$ 270,000		$ 270,000
Branch	EEG	410310	06F00	Neighborhood Library Facilities	2SLIBCPR	$ 500,000	$ 500,000	$ -
Branch	EEG	415035	06000	Express Check-out Machines (2)	2SLIBNPR	$ 55,100		$ 55,100
Childrens	FAL	415056	04976	SFUSD Library Assistance	2SLIBNPR	$ 500,000	$ 138,000	$ 362,000
Operations	EGH	410301	06F00	Facilities Maintenance Projects	2SLIBAPR	$ 200,000		$ 200,000
Operations	EGH	410301	06F00	Support Srvc Center (Loading Dock)	2SLIBCPR	$ 148,651		$ 148,651
Operations	EGH	415235	02899	One-time Security System Charge	2SLIBNPR	$ 30,000	$ 16,771	$ 13,229
Operations	EGH	415235	04999	Custodial Equipment	2SLIBNPR	$ 6,300		$ 6,300
Operations	EGH	415235	04999	Book Trucks - SSC	2SLIBNPR	$ 26,000		$ 26,000
Operations	EGH	415235	06029	Delivery Truck (#PL003N)	2SLIBNPR	$ 40,000		$ 40,000
Operations	EGH	415235	081HF	Work Order SFGH Library	2SLIBNPR	$ 150,000		$ 150,000
Public Affairs	EGF	415233	03599	Digital Camera	2SLIBNPR	$ 2,858		$ 2,858
Public Affairs	EGF	415233	03599	LCD Monitor	2SLIBNPR	$ 2,550	$ -	$ 2,550
TOTAL						$ 2,231,459	$ 654,771	$ 1,576,688

SUMMARY BY PROGRAM

	Total Amt. Budgeted	LPF Reserve	LPF (GF or Prop Tax)
Branch	$ 825,100	$ 500,000	$ 325,100
Childrens	$ 500,000	$ 138,000	$ 362,000
Operations	$ 600,951	$ 16,771	$ 584,180
Automation	$ 300,000	$ -	$ 300,000
Public Affairs	$ 5,408	$ -	$ 5,408
	$ 2,231,459	$ 654,771	$ 1,576,688

ATTACHMENT D

Post Occupancy Evaluation (POE) Phase II projects at the Main Library

POE Phase II projects will redesign and renovate the 1st Floor of the Main Library. The 1999 POE recommended projects that would improve public service, staff productivity and workflow and address preservation of the collection and ergonomic issues. Some of the projects are combining the check-in, check-out desks and moving them forward; moving the sorting room from the lower level to the 1st Floor; creating an automated express return center; moving the Information Desk to a more prominent position; expanding the public area by utilizing the Technical Services area for fixed shelving & user workstations; move highly used collections from the crowded 3rd Floor to the 1st; creating better lighting; purchasing AV shelving; and redesigning the staff work areas & carrels to fit tasks. More recent goals to be accomplished are related to SFPL's new Strategic Plan. These projects include creating a Teen Center and incorporating RFID technology for security and identification for the Main collections and then expanding to all 26 branches.
During the POE Phase 1 project phase several issues were discovered that were not included in the contract but need to be addressed to finish the repairs to the building. Redesign of the 1st floor restrooms has also become a priority due to the continuing heavy public use of the building.

Estimated Costs for POE Phase 2 - Parts A & B

POE Phase 2, Part A & B

$2,016,036	Construction plus 15% contingency Includes demolishing all circulation desks, building new desks for circulation and information, reconfiguring staff work areas adding new workstations & work surfaces, building a sorting area, new configuration of the elevator doors, replacing frosted glass with clear, express book drops, adding walls to Technical Services area, reconfiguring and adding new book & AV shelving, signage, rebalancing HVAC system, new floor covering.
$ 705,613	Soft costs Includes all work done by DPW & BOA (design, permits, fees, Contracts, construction management)
$350,000	Redesign & expansion of 1st Floor Restrooms
$3,071,649	TOTAL

ATTACHMENT E

Automated Material Sorting System

$1,209,775	**Total cost of Automated Material Sorting System**
$ 666,750	**2004-05 (Year 1)**
	Conveyor run from express book drops to main sorting room $70,000 Barcode reading machine, re-sensitizing tunnel, sizing/squaring machine, 3 loaders/unloaders, 8 bin sorting section $470,000 Install/training/freight/warranty $80,000 Tax $46,750
$ 543,025	**2005-06 (Year 2)**
	RFID reading machine, binding detector, 12 book truck/180 sort section.

Note: Estimate provided by Tech Logic, manufacturer and installer of automated materials sorting systems.

ATTACHMENT F

RFID Estimate Detail

Year 1 – Main (1st floor material only), Excelsior, new material & all media

$353,625	Tags - $.55 books, $1.45 media Main - $110,000 (200,000 items) Excelsior - $33,000 (60,000 items) New - $96,800 (176,000 items) Media - $113,825 (78,500 items)
$ 20,580	Labels - $.04 (955,500 items)
$ 10,000	Replicating workstations - $5,000 (2 – Tech Services & Borrower Services)
$ 81,000	Combo Stations - $9000 self charge (9 – 2 AV, 5 BS, 2 Exc)
$ 32,400	Security Gates - $5,400 (6 – 2 AV, 2 Grove, 2 Exc)
$ 7,125	Maintenance – Software $125/per station (9) 2 x yr plus telephone support - $3000/per site (2)
$ 30,000	Misc. – Freight, insurance, installation, travel & training
$ 45,452	Tax
$ 580,182	**TOTAL Year 1 (2004-05)**

Year 2

$472,155	Tags & labels for rest of Main collection, 1 replicating station for branches, Combo stations for staff/public, inventory wands, additional maintenance, Misc. charge & tax

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NOTE: Estimate provided by Tech Logic.

San Francisco Tool Lending Center

Background:

- June 11, 1999 Supervisor Barbara Kaufman brought a resolution to the Board calling for the creation of a Tool Lending Library & urging the Mayor to include funding in the City's 1999/2000 Fiscal year budget.
- Summer 2000:Library conducts a competitive RFP process (June/July)

Tool Lending Center

- San Francisco League of Urban Gardeners (SLUG) selected to operate the program
- September 6, 2000 – 3 year Grant Agreement signed with SLUG
- January 4, 2001 - Tool Lending Center opens at 2713 San Bruno Avenue, near Bacon Street in the Portola neighborhood

Tool Lending Center

Current FY 2003/04:

- July 27, 2003 - Tool Center closes after SLUG announces organizations closure
- Aug/Sept 2003- New RFP process initiated
- October 24, 2003 - Contract for operation of the Tool Center program awarded to **SF Clean City Coalition**
- January 21, 2004 - The Tool Center Reopens!

Tool Lending Center

RFP /Request For Proposals

Outline of the Process:

Grant Opportunity Announced August 20, 2003

Publicity included: Press release to local media; posting on City Webpage; mailing to non-profits

Pre-proposal Conference held August 27, 2003 to answer questions and review program

Deadline for submission of proposals September 10, 2003 @ 5:00 PM

Select non-profit from applicants

Tool Lending Center

- Contract Negotiations in October 2003
- Draft Agreement reviewed by the Library's Finance Office staff, City Attorney's Office and the City's Risk Manager
- Grant Agreement between the City & County of SF and SF Clean City Coalition signed October 24, 2003

Tool Lending Center

Tool Center remains at its same location with a short gap in service between operators

Information about hours & services on the Library's Website, under Branches

Open Hours: Wed, Thurs & Fri 12:00 PM. to 7:00 PM, Sat 9:00 AM to 5:00 PM and Sunday 9:00 AM to 12:00 PM

Closed Monday & Tuesday

Tool Lending Center

Funding:

FY 1999/2000 $266,832 appropriated but not allocated in Library budget for implementation

FY 2000/2001 $350,000 allocated in Library budget for start-up costs and 1st year operations

Library budget allocations by FY:

FY 2001/02 - $173,749; FY 2002/03 $175,000 & FY 2003/04 - $175,000

Tool Lending Center

Services:

- Lending collection of over 1,000 tools that support general home improvement and small repair projects
- Material collection includes reference books and videos on a broad range of home improvement subjects
- Center staff provides workshops, training and hosts lectures by experts in related fields

Tool Lending Center

Operating under new management

Gia Grant, Executive Director, SF Clean City Coalition

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, February 5, 2004
(As approved amended March 4, 2004)

The San Francisco Public Library Commission held its regular meeting on Thursday, February 5, 2004 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:03pm.

The following members were present: Commissioners Bautista, Coulter, Steiman, , and Strobin. Commissioners Chin and Streets were excused attendance. President Higueras arrival was expected.

President Higueras joined the meeting and assumed the Chair at 4:14pm.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public noted that they had been unsuccessful in an appeal of their lawsuit against the Library concerning the manner in which public comment was provided. Mr. Peter Warfield submitted a handout to the Commissioners outlining what he found to be inadequacies with the library's online system.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JANUARY 6, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JANUARY 6, 2003

An anonymous member of the public commented that this person would no longer submit citizen public comment summaries as the Secretary had not been attaching them to every copy of the Minutes as required. This person then cited examples in the Minutes of what they found to be misrepresentation of what was said in the way the report was edited. Mr. Peter Warfield commented that the Minutes blurred rather than obliterated important matters and left out details.

COMMISSION discussion of AGENDA ITEM # 2 APPROVAL OF THE MINUTES OF JANUARY 6, 2003

Commissioner Coulter remarked that the wording of the motion approving the Library Wall of Heroes seemed more specific regarding the page 9 quotation than he recalled. Vice President Steiman suggested keeping the text as presented noting that while the motion had included a reference to the quote in question, the intent of the motion was to allow Commissioner Coulter latitude in the decision to retain or replace it.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin for approval of the Minutes of the regular meeting of January 6, 2004.

ACTION: 5-0 AYE (Bautista, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth began with information not noted on the agenda, announcing that President Higueras had been successful in resolving the awkward situation regarding the Library's Chagoya Mural, where the artist had not been fully paid for his work. President Higueras announced that Enrique Chagoya, the famed Latino artist, had, despite being offered payment for the remaining $13,000 owed on the mural, decided to make a gift of it to the Library.

The City Librarian then reported details regarding the topics and a brief schedule for the Library's Wednesday's at Noon Brown Bag Lecture series. Ms. Hildreth noted the series highlighted and provided training to members of the public on information available through the Library's website. The City Librarian then reported on the very successful opening of the *"Reversing Vandalism"* Exhibit, the 125 days of activities, including Phil Frank "Farley" cartoons" and an essay By State Librarian and former City Librarian Dr. Kevin Starr in observance of the San Francisco Public Library's 125th Anniversary on June 7th, and other current exhibits and programs.

Public comment on AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented on the complexities and various meaning that could be gleaned from the *"Reversing Vandalism"* Exhibit noting that its focus through art on diversity of views concerning insides and images of books reflected our heritage and said much about what we were about. Mr. Peter Warfield found the Brown Bag lectures providing bibliographic resource training for members of the public good and the *"Reversing Vandalism"* Exhibit worthwhile.

Commission discussion of AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

President Higueras provided some background on the difficulties that resulted when a change of Presidential administration in Mexico resulted in the new administration declining to honor its predecessor's commitment to pay $13,000 owed to the artist for a mural honoring Latino writers created by respected Hispanic artist Enrique Chagoya for the Library. This painting had been commissioned by and presented to the Library in 1998 as a gift honoring San Francisco's Mexican-American community from the Republic of Mexico. President Higueras reported, when it became clear that the Mexican Administration would not honor its predecessor's commitment, the Friends of the Library had offered to purchase the painting. Instead, Mr. Chagoya had chosen to present the mural to the Library as his gift. The City Librarian and Library Public Affairs Chief Marcia Schneider reported that an Art Commission resolution of thanks and a Board of Supervisors resolution in appreciation of Mr. Chagoya's generous gift were possible and that appropriate changes in signage would be made to acknowledge his gift of the mural to the Library.

AGENDA ITEM #4 PROPOSED 2004/05 LIBRARY BUDGET

Library Finance Director George Nichols presented a detailed background discussion of overall budget and revenue issues and then outlined details of the Library's proposed 2004/05 budget (copy attached).

Public comment on AGENDA ITEM #4 PROPOSED 2004/05 LIBRARY BUDGET

An anonymous member of the public commented that there was no mention of the Mayor's suggestion for a voluntary 15% pay reduction for City employees and discussed this person's thoughts concerning the expenditure of Prop E, (Library Preservation Fund) monies for non-library uses. Mr. Peter Warfield expressed puzzlement with the way RFID was being addressed in the proposed budget. Mr. Warfield commented that the proposed budget was problematic, and suggested it de-emphasized books.

Commission discussion of AGENDA ITEM #4 PROPOSED 2004/05 LIBRARY BUDGET

Vice President Steiman lauded the proposed increase in the book budget and noted that there could be ongoing cost savings benefits in addition to more efficient tracking of materials that could recommend using an RFID system. Ms. Hildreth proposed to provide information concerning all aspects of RFID at a Forum proposed for a time certain 6 to 7:30pm during the next Library Commission meeting of March 4th. The City Librarian noted that this was an important decision that the Commission should deliberate thoughtfully and be fully comfortable with before the Library went forward with a new system. In response to a question by Commissioner Bautista, Mr. Nichols proposed to inform her of the City's policies concerning investments. In response to a question by President Higueras, Mr. Nichols noted, that the proposed budget reflected an assumption that the employee 7% pick up of retirement costs would continue this year; and, if that should change it would mean an additional $2.5 million in costs to the Library. In response to President Higueras question regarding funding RFID, Ms. Hildreth noted that the timing was particularly opportune and most cost effective to integrate the new system when developing plans for the major POE related improvements underway at the Main Library. The City Librarian noted that the BLIP projects would also be a perfect opportunity to integrate it into the branches. Ms. Hildreth also pointed out that, following any Commission decision regarding RFID, there would certainly be additional discussion of it during the Board of Supervisors budget process. In response to President Higueras concerns regarding maintaining a prudent budget reserve, Mr. Nichols and Ms. Hildreth reiterated that a change regarding the retirement giveback issue would significantly impact what was an adequate if not optimal budget reserve. Responding to comments by Vice President Steiman and Commissioner Bautista, the City Librarian observed that a spectrum of views on RFID would be heard from at the March 4th Forum and noted that additionally both the Board of Supervisors and the Mayor would have a role in determining if the Library should go forward with the system.

AGENDA ITEM #5 TOOL LENDING CENTER REPORT

Chief of Branches Donna Corbeil presented a detailed background slide presentation (copy attached) on the Library's Tool Lending Center and provided a summary of its history since 1999 and under the original contractor, the San Francisco League of Urban Gardeners (SLUG). Ms. Corbeil noting that the original concept was proposed by former City Librarian Regina Minudri, modeled after an equally successful example Ms. Minudri had begun while City Librarian of Berkeley. Ms. Corbeil reported creation of the Tool Lending Center was approved by the Board of Supervisors after introduction by Supervisor Barbara Kaufman with the support of Mayor Brown. Ms. Corbeil reported that the new contractor, the SF Clean City Coalition, chosen through the City's Request for Proposals (RFP) process, had reopened the Tool Center at the original location after a six month hiatus. Ms. Corbeil then introduced Ms. Gia Grant, Executive Director of the SF Clean City Coalition.

Public comment on AGENDA ITEM #5 TOOL LENDING CENTER REPORT

An anonymous member of the public offered an alternative view of the history of the Tool Lending Center. Mr. Peter Warfield agreed with the previous speaker's observation that the Tool Center was not a core function of the library.

Commission discussion of AGENDA ITEM#5 TOOL LENDING CENTER REPORT

Vice President Steiman pointed out that there had been discussion of the new arrangements at the Tool Lending Center by the Commission and noted that it had been clear from the beginning, given the popularity of the program, that, had the Commission not approved funding the Tool Lending Center, the Mayor and the Board of Supervisors would have. Ms. Hildreth noted that there were many supporters of the Tool Lending Center in the community that would certainly come to the Commission to speak in support of it being continued. The City Librarian noted that the cost was capped at $175,000 per year and noted that Mayor Brown had strongly supported the Tool Center since the program was proposed by former City Librarian Regina Minudri. President Higueras suggested that it would be up to future Library Commissioners to decide if the program could continue to be supported. Ms. Gia Grant, Executive Director of the SF Clean City Coalition, rose to respond to questions by Commissioner Coulter outlining the neighborhood beautification and improvement work that her organization performed for the City. Ms. Grant reported that hundreds of calls had been received when it was announced that the Tool Lending Center would reopen and noted that its programs complemented perfectly the effort to support direct neighborhood involvement in community beautification her organization existed to promote. In response to a question by Commissioner Bautista, it was reported that there were 3,000 cardholders with the Center, and that its tools were cataloged and tracked and any losses were the responsibility of the borrower. Additionally, Chief of Branches Donna Corbeil proposed to seek ways to include neighborhood youth and their families in the Tool Center activities. Vice President Steiman concluded the discussion by observing that this was a popular program that served a real need and that should sufficient funds be available in the future, she could support it as an enhancement to the Library's services.

AGENDA ITEM #7 FRIENDS OF THE LIBRARY REPORT

Martín Gómez, Executive Director of the Friends of the Library, reported to the Library Commission concerning a number of upcoming events including a "Cooks with Books" lecture and a City Arts and Lectures program by Katherine Harrison, rescheduled from last year, which marked the completion of the longstanding relationship between the Friends of the Library and City Arts & Lectures. Mr. Gómez announced the beginning of the Friends 2004/05 grant cycle, calling attention to $800,000 available for grants to support Library programs.

Public comment on AGENDA ITEM #7 FRIENDS OF THE LIBRARY REPORT

(None offered)

Commission discussion of AGENDA ITEM #7 FRIENDS OF THE LIBRARY REPORT

In response to questions by President Higueras, Mr. Gómez reported the Friends were considering various options to produce their own literary series in the future. Additionally, Mr. Martín Gómez provided a brief update on the Friends 'Capital Campaign for the Branch Libraries activities.

AGENDA ITEM #8 LABOR UNION REPORT

(None presented)

AGENDA ITEM #9 NEW BUSINESS

President Higueras, in response to Commissioner Bautista noting a recent experience where the Main Library's exterior lighting was not turned on a dark evening, requested a update report on general Main Library security issues by Facilities Director Rich Walsh and Security Chief Rachel MacLachlan. Commissioner Bautista also expressed interest in visiting the new Library Support Services facility at 190-9th Street.

Public comment on AGENDA ITEM #12 NEW BUSINESS

An anonymous member of the public noted that issues of security around the main Library and in the Civic Center were of concern. Mr. Peter Warfield suggested that Mr. Walsh's report also address increased elevator service costs

ADJOURNMENT

President Higueras proposed that the Commission adjourn the meeting in honor of the late Anne Kincaid, a retired staff member and former Coordinator of Adult Services and Head of the Humanities Department, who worked at the San Francisco Public Library from 1962-1997. Anne's incredible knowledge of books and materials, love of reference work, and good cheer in approaching new assignments will be long remembered and respected. She will be deeply missed. Anne requested no flowers and no memorial service. Donations in her memory can be made to Kaiser Hospice, 4131 Geary Blvd., 3rd floor; SF 94118. Donations can also be made to a book fund in her memory. These donations should be sent to Marcia Schneider, made out to the San Francisco Public Library.

Public comment on ADJOURNMENT

An anonymous member of the public lauded the career with the Library and exemplary public service of the late Anne Kincaid.

MOTION: by Commissioner Streets, seconded by Commissioner Steiman that the meeting be adjourned In memoriam of the late Anne Kincaid, a longtime and respected member of the library staff who passed away on January 28, 2004.

ACTION: 5-0 AYE (Bautista, Coulter, Higueras, Steiman, and Strobin)

The meeting was adjourned at 6:32pm.

Michael Housh, Commission Secretary 3/8/04

Any Revisions are printed in alternative typeface.
Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Appendix A

Library Commission meeting of February 5, 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

ATTACHMENTS TO THE
MINUTES OF THE REGULAR LIBRARY COMMISSION MEETING
OF FEBRUARY 5, 2004

Brown Bag Lectures 2004

A wealth of free online information is available though the library's website

www.sfpl.org

Librarians will focus on web resources for featured topics.

Wednesdays, February 25 through March 31, 2004

12:10 – 12:50 pm Latino Hispanic Room

Feb 25 Business, Science, and Technology Resources on the Web	Mar 3 "Not Just For Kids" Electronic Resources in the Children's Center: online Homework Help, student resources and games.	March 10 Finding Music Resources on the sfpl website.
March 17 "How do I say that in…..?" Find Language Learning Resources Using the SFPL Website	March 24 Business, Science, and Technology Resources on the Web	March 31 Online San Francisco History resources at the San Francisco Public Library

Main Library 100 Larkin Street at Grove 415-557-4401 www.sfpl.org

The San Francisco Public Library presents

featuring the wealth of information they have gathered on Specific t

Brown Bag Lectures 2004

A wealth of free online information
is available through the Library's Web site:
www.sfpl.org

Librarians will focus on Web resources for featured topics.
Get your coffee and bring your lunch.

Wednesdays, January – February 2004

12:10 – 12:50 p.m.

Latino/Hispanic Community Meeting Room
Main Library, Lower Level

All programs at the Library are free.

Wednesday, January 14

HOW TO FIND AN ARTICLE: Learn how to find full-text magazine and newspaper articles using online resources.

26 attendees

Wednesday, January 21

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE HORMEL GAY & LESBIAN CENTER—BUT WERE AFRAID TO ASK.

Wednesday, January 28

GOVERNMENT INFORMATION: Learn the secret resources found in city, state and federal Web sites.

Wednesday, February 4

THE SAN FRANCISCO COMMUNITY SERVICES DATABASE: A searchable guide to city government and local organizations.

Wednesday, February 11

THE UNITED STATES CENSUS: How to access valuable in-depth year 2000 census information online. Find out who "really" lives in San Francisco.

Wednesday, February 18

HOW TO FIND COLLEGE INFORMATION: Using College Source Online and cacollegeguide.com.

San Francisco Public Library
Main Library 100 Larkin Street (at Grove) 415.557.4401 www.sfpl.org

1113-27

Susan Hildreth

From: Marcia Schneider
Sent: Thursday, February 05, 2004 1:27 PM
To: Susan Hildreth
Subject: FW: FEBRUARY 2004 at the SF MAIN LIBRARY

-----Original Message-----
From: Marcia Schneider
Sent: Friday, January 30, 2004 4:47 PM
To: Susan Hildreth
Subject: FW: FEBRUARY 2004 at the SF MAIN LIBRARY

Susan - for the Commission announcements
(you had Reversing Vandalism last month since it opened January 31, so this is just a reminder, plus the related program)

+ + + + + + + + + +

Reversing Vandalism-
Celebrating the artistic transformation of vandalized books.

Reversing Vandalism is an exhibition of over 200 original works of art created from books mainly on gay, lesbian, bisexual and transgender topics, women's issues and HIV/AIDS, that were destroyed by a vandal and withdrawn from the San Francisco Public Library's collection. Artists and concerned individuals from around the country worked to turn the damaged books into works of art. The wide variety of responses to this hate crime vividly demonstrates the transformative power of art.

Exhibition: From January 31 through May 2, 2004, Main Library, Lower Level, Jewett Gallery; Third Floor, Hormel Center and Grove Street Entrance

Related program:

17 FEBRUARY, TUESDAY
Reversing Vandalism: How Communities Can Transform Hate Into Healing -
Jim Van Buskirk, Program Manager for the James C. Hormel Center, Holly Alonso, Director of Peralta Hacienda Historical Park and Jude Thilman, Coalition Director of Marin Human Rights Roundtable on Hate Violence, speak on how community groups can come together and transform violence into a healing experience.

Main Library, Lower Level, Koret Auditorium, 6:30 - 8:00 p.m.

+ + + + + + + + + +

14 FEBRUARY, SATURDAY
The Wild Parrots of Telegraph Hill: A Love Story-
San Francisco resident and world famous "friend of the flock" Mark Bittner will read from and sign copies of his book.

Main Library, Lower Level, Koret Auditorium, 2:00 p.m.

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22 FEBRUARY, SUNDAY
Robert Moses' Kin Dances Baldwin -
In honor of Black History month, Robert Moses' Kin Dance Company will perform an excerpt from the ballet "Biography of Baldwin". Discussion to follow.

Main Library, Lower Level, Koret Auditorium, 2:00 p.m.

For more information on Library programs honoring Black History month go to http://sfpl.lib.ca.us/news/blackhistory.htm

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25 FEBRUARY, WEDNESDAY
Behind the Scenes at A.C.T.: Levee James -
Launching New Work: A look at the importance of new plays to Bay Area theater. Join members of A.C.T.'s artistic team for a look at the world premiere production of Levee James and a discussion on the continuing efforts to further the development of new writing for American theater and the process in which new plays are developed for today's audiences.

Main Library, Lower Level, Koret Auditorium, 6:30 - 8:00 p.m.

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*****COMING UP*****MARK YOUR CALENDARS

7 JUNE, MONDAY
125th Anniversary Celebration of the San Francisco Public Library The Library will hold a festive event at noon on the Larkin Street steps to celebrate on its 125th birthday, which will feature entertainment, speeches and a birthday cake. Sponsorship requests are being made this week to the Friends of the Library, the San Francisco Chronicle and KPIX, all of whom have expressed interest in supporting the celebration.

February 4 marked the beginning of a 125-day countdown to the big event, which will be posted on the Web site. Phil Frank kicked off the countdown with a Farley cartoon in the Chronicle. Many other related events are in the works, including children's birthday parties and open houses in the branches, history lectures in the branches and Main, history exhibitions at the Main outside the SF History Center and the Grove Street entrance, historical walking tours of the neighborhoods by City Guides, history displays in the branches and more.

The Library is collecting people's memories and statements about the Library, leading off with a statement by Dr. Kevin Starr, which will run in the March At the Public Library:

Statement by Dr. Kevin Starr, State Librarian of California, in honor of San Francisco Public Library's 125th Anniversary:

The San Francisco Public Library resembles the city it serves. This is to say: the San Francisco Public Library is venerable, inclusive, elegant, intermittently formal and informal, free spirited, and sometimes zany! For 125 years, the San Francisco public library has been one of the primary ways that San Francisco has thought about itself. Cities, you see, are libraries of human activity. A city is a collection of people, together with the agencies, institutions, and public services that support human life. Cities are works of art: grand arrangements of architecture, roadways, and open space. Above all else, cities are agencies of memory. They provide a means for human beings to store and arrange memory across time.
All these things and more are also what libraries are about. Like cities, libraries are inventories of human achievement, systematized and rendered recoverable. It was can be argued, in fact, that the city and the library as institutions have run together in tandem for more than 5,000 years. If you ask yourself, "Where can I find San Francisco?" you will have many answers; for San Francisco is a beautifully situated city, with many distinguished examples of architecture and engineering. High on your list, however, will be the San Francisco Public Library. In its Main Library and its branches, the San Francisco Public Library not only serves the reading and information needs of the citizens of San Francisco, it also represents their best hopes for themselves and their community. The peoples of the world have come to San Francisco. The wisdom of the world—and its most up-to-date information! —have come to the San Francisco Public Library for the instruction, delight, and usefulness of its citizens.---Dr. Kevin Starr, State Librarian of California

San Francisco Public Library

2004-05
Proposed Budget

Proposed Budget

- **Balanced**
- **Increased revenue (LPF)**
- **No additional GF subsidy**
- **No budget cuts**
  - **Baseline revenue enough to cover baseline increases; and enhancements to baseline.**
    - **$1.6 million for baseline growth**
    - **$1.2 million for discretionary purposes**
- **Budget of Opportunity**

2004-05 Proposed Budget

Total	**$87.929 million**
Operating	**$56.207**
Capital	**$31.722**
Change	**$31.046 million**
Operating	**+$ 1.730 million**
Capital Budget	**+$30.603 million**
Other (Portola)	**- $ 1.287 million**

Operating Budget

$56.207 million

$1.730 m increase over 03-04
$1.6 m baseline budget adjustments
$1.1 m reduction for one-time costs
$1.2 m enhancements to baseline

Baseline Adjustments
($1.6 million)

- **Retirement Fund ($808,000)**
- **Health Benefit Plan Costs ($644,000)**
- **Unemployment Insurance ($76,000)**
- **Annualized Costs ($67,000)**
- **Substitutions ($39,000)**

- **Non-discretionary & non-negotiable**

New Funding Requests
($1.244 million)

- **Books/Collection ($545,000)**
- **Technology equipment/infrastructure ($370,000)**
- **Services/Staffing ($168,000)**
  - **User-placed reserves**
  - **Delivery Services**
  - **Temp Help -APL**
- **Audio-Video equipment ($44,000)**
- **Elevator Maintenance/Deferred Maint. ($70,000)**
- **Program materials/supplies ($13,000)**
- **Roof Inspection Program ($23,000)**
- **Table repair ($10,000)**

Capital Improvements

($31.722 million)

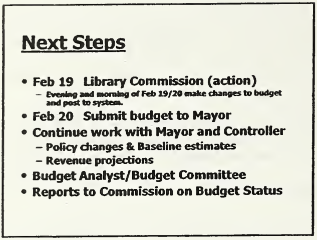
- **Branch Library Improvement Bond Program** ($29 million)
- **Main Library POE Improvement Program** ($2.352 million)
- **Deferred Maintenance Program** ($370,000)

RFID

- **Funds not included in proposed budget**
- **Request set-aside in reserve pending outcome of public forum (March 4, 2004)**
- **Include funds ($580,000) in budget request from LPF reserve if following public forum, Commission determines RFID is in the best interest of the Library and community.**
- **Long-term commitment – phased in over five years at cost of $3.296 million.**

LPF Reserve

$2.249	**Current balance available**
-$1.022	**Capital Improvements**
$1.227	**Balance**
-$0.580	**RFID**
$0.647	**Balance**
$0.427	**CY Revenue Increase**
$0.360	**CY Expenditure savings**
$1.434	**Projected Balance (7/1/04)**



Next Steps

- Feb 19 Library Commission (action)
  - Evening and morning of Feb 19/20 make changes to budget and post to system.
- Feb 20 Submit budget to Mayor
- Continue work with Mayor and Controller
  - Policy changes & Baseline estimates
  - Revenue projections
- Budget Analyst/Budget Committee
- Reports to Commission on Budget Status

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

January 29, 2004

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: 2004-05 Proposed Budget

On February 5, 2004 I will present to the Commission, the Library's budget proposal for Fiscal Year 2004-05. Although presented as a discussion item, City Departments are required to submit their final budgets to the Mayor by February 20, 2004. Consequently, final action on the budget must be taken by the Commission during its meeting on February 19, 2004. The attached report describes the Library Administration's proposed budget for 2004-05.

The proposed budget is a balanced budget that fully funds existing programs and services and meets the Library's most critical needs. It is balanced with revenue estimates provided by the City Controller; utilizes revenue balances available for appropriation from the Library Improvement Fund and the Library Preservation Fund; and anticipates the sale of GO bonds to support the Branch Library Improvement Bond Program.

In many respects the proposed budget is a budget of opportunity. While most City Departments are preparing for possible service and workforce reductions to accommodate a 15 percent cut in funding that is directly related to anticipated cuts in State spending, the Library's proposed budget not only supports all existing services, programs, and staff; it also puts forward several key initiatives that the Library Administration believes will improve public service and increase operational efficiency.

The proposed budget fully funds baseline programs and services; increases the collection budget by $545,500 (including a permanent base increase of $207,000); provides funds for needed equipment and additional public service staff; increases spending on deferred maintenance; and, provides additional appropriations for the Main Library POE Program and Branch Library Improvement Bond Program. Of note, the proposed budget once again does not rely on General Fund subsidies beyond amounts required by Charter Section 16.109.

The proposed budget for 2004-05 is by far the most complex budget that I've prepared and coordinated over the last five years. In my report, I've tried to lay out both revenue and expenditure changes as clearly and concisely as possible. There is a lot for you to consider. As you review the attached material, please call me at (415) 557-4248 if you have questions or need clarification.

Attachments

cc: Paul Underwood, Deputy City Librarian

San Francisco Public Library
Report on 2004-05 Proposed Budget

Strategic Planning

Over the last five years, Library Administration has made budget allocation decisions based on available revenue, community need, and public services. The Library focused its efforts on 1) improving public service; 2) maintaining its infrastructure; and 3) increasing expenditures for the collection. Funding priorities and allocation decisions were established consistent with these three broad objectives. Although successful in meeting these objectives through its annual budgets,[1] priority setting and allocation decisions were not fully integrated with a strategic planning process.

With the recent approval by the Commission of the Library's Strategic Plan 2003-2006, the allocation decisions reflected in the proposed budget are now fully integrated with the Library's strategic planning process. The program enhancements included in the proposed budget are directly driven by the Strategic Plan. As overall need exceeds available resources, the Strategic Plan provides a valuable framework for assessing and prioritizing the funding requests included in the proposed budget. **Attachment A** summarizes the funding requests submitted, their nexus to the Strategic Plan, and the requests included in the proposed budget.

Library Revenue

Public library services and operations are funded primarily by revenue allocations required by Charter Section 16.109. Proposition E approved by the voters in 1994 and codified as City Charter Section 16.109, created the Library Preservation Fund (LPF) and entitlement funding for Library services. The Charter requires an annual allocation of property tax dollars to the LPF in an amount equal to 2½ cents for every $100 of assessed property valuation in the City; and an allocation from discretionary General Funds in an amount equal to the percentage of General Fund allocated to the Library in 1992-93 (approximately 2%). For 2004-05 the Controller estimates[2] allocations of $55.671 million from these sources – $23.531 in property taxes and $32.140 million from the General Fund. This is an increase of $453,000 and $1.083 million in property tax[3] and General Fund[4], respectively. Approximately 98% of the Library's services and programs are funded by these sources.

In addition to required allocations of property tax and General Fund, Library services and operations are also funded by other revenue sources. In 2004-05, the Library anticipates receiving $330,000 from the Fuhrman Trust Fund[5]; $337,000 from miscellaneous revenue sources[6]; $64,000 from a State LSTA grant for Project Read;

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[1] Through the annual budget, the Library has implemented the Millennium Integrated Library System, expanded services to children and teens, increased staffing for Branch Libraries, fully integrated Project Read as a City funded literacy program, expanded Internet and WAN connections to all Library facilities; increased spending for Deferred Maintenance Program, established the Main Library POE Program; implemented the Branch Library Improvement Bond Program; and increased baseline spending for the collection by $1.7 million or 45% since 1998-99.

[2] Revenue estimates per Controller's revenue staff; and, as reported in BPREP, the City's automated budget system.

[3] State Budget proposes taking $1.3 billion statewide from local property taxes and shifting them to support K-12. The Controller has indicated that this will not impact Library allocations of property tax as the funding requirement is based on "assessed valuation" and not on net receipts available for allocation.

[4] The General Fund allocation consists of Departmental revenue (Library fines, fees, etc.), State subventions (Public Library Fund and Interlibrary and Direct Loan Program reimbursements), and discretionary General Fund. With regard to the State Public Library Fund, 2004-05 allocations are currently assumed to remain the same as 2003-04 (approximately $351,000).

[5] Bequest established in the 1940's. Revenue from oil lease royalties, grazing leases, and interest provide ongoing source of revenue to purchase books and materials on economics and political science for the Library's collection.

and $53,286 from the Friends & Foundation of the San Francisco Public Library to support the Hormel Center. Total operating revenue in 2004-05 is estimated at $56.455 million.

To support its Capital Improvement Program, the Library will use library-specific revenue. To support the Branch Library Improvement Program, the Library proposes to sell an additional $29 million in Branch Library Improvement GO Bonds during the first half of 2004-05. This will be the 3rd sale conducted since Proposition A was passed in November 2000. Previous sales and appropriations for the Branch Library Improvement Bond Program total $40.965 million. To support Main Library POE work, the Library proposes appropriations of $2.352 million – $1.451 million from the Library Improvement Fund (LIF)[7] and $901,000 from the LPF reserve[8]. The $2.352 million augments $4.4 million in LIF and LPF dollars previously appropriated for POE related projects. To support its Deferred Maintenance Program, the Library will use $121,000 from LPF reserves and $249,000 from LPF operating funds.

Revenue and revenue changes are summarized in the following table.

Revenue Source	2003-04 Budgeted	Change	2004-05 Projected
General Fund (Baseline)	$ 31,057,209	$ 1,082,797	$ 32,140,006
Library Preservation Fund (Property Tax)	$ 23,078,000	$ 453,000	$ 23,531,000
Miscellaneous Revenue	$ 336,000	$ 1,000	$ 337,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
State Grants	$ 61,381	$ 2,619	$ 64,000
Private Gifts	$ 77,479	$ (24,193)	$ 53,286
Sale of Land	$ 1,287,000	$ (1,287,000)	$ -
LPF - Fund Balance	$ 654,771	$ 367,963	$ 1,022,734
Library Improvement Fund (POE)	$ -	$ 1,450,656	$ 1,450,656
Proceeds from Sale of Bonds	$ -	$ 29,000,000	$ 29,000,000
Total	$ 56,881,840	$ 31,046,842	$ 87,928,682

Library Preservation Fund Reserve

Over the last five years, the Library has used unappropriated balances or reserves in the Library Preservation Fund to buy equipment, to support its Deferred Maintenance Program, and to fund one-time special repair projects, studies, and programs. It has been the Administration's policy to use reserve funds for one-time purposes and not for ongoing or permanent programs or staff. The amount available for appropriation from the reserve fluctuates from year to year depending on allocations or expenditures budgeted from the reserve; on mid-year and year-end revenue adjustments made by the Controller[9]; and, on year-end budgetary savings a portion of which are credited back to the fund.

It is Commission policy to maintain a prudent reserve of 3% to 5% of revenue allocations made pursuant to the Charter requirement. Maintaining a prudent reserve is both good business policy and practice particularly in times of economic difficulty as it provides a hedge in the event revenue allocations decline and minimizes impacts to public service. A prudent reserve also provides a source to make major service improvements such as the acquisition of the Millennium Integrated Library System; and a source for major renovation projects such as the POE work at the Main. From a planning perspective, this is critical given the lack of General Fund support beyond the amount required by the Charter.

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[6] Includes interest earnings credited to the LPF and property tax abatements credited by the State.

[7] The Library Improvement Fund (LIF) was established in 1988 after passage of Proposition A, a bond measure that authorized the sale of GO bonds to build the new Main Library. The $1.4 million represents unappropriated interest and settlement fees remaining in the fund.

[8] The LPF reserve as of 1/26/04 has a balance available for appropriation of $2.2 million.

[9] The Controller over the course of the year recalculates allocations required by Charter Section 16.109 based on revised projections and actual revenue (property tax assessments and discretionary General Fund). Under-allocations of required revenue are credited to the LPF if not appropriated through a Supplemental Funding Request. Over-allocations resulting from a drop in revenue or assessments are taken, if needed, from the reserve to balance with Library expenditures.

In 2003-04, the Board of Supervisors (BoS) appropriated funds from the reserve to meet policy objectives that, while beneficial for the City overall, were not priorities of the Library or the Library Commission. Given the Library's needs and proposed budget for 2004-05, the appropriation from reserves made by the BoS has diminished the Library's ability to both implement programs it believes are critical; and, to maintain a reserve that is prudent. Consequently, the Library's proposed budget will require appropriation of LPF reserve funds that, based on a current balance of $2,248,572 will leave a balance of $622,000 (1.1%) if all of the Library's proposals are funded.

2004-05 Proposed Budget

Budget Overview

The proposed FY 2004-05 budget totals $87.929 million and is balanced with projected and anticipated revenue. The budget includes $56.207 million for operations and services (Operating Budget); and, $31.722 million for capital improvements (Capital Improvement Budget). Capital improvements include $29 million for the Branch Library Improvement Program; $2.352 million for Main Library POE[10] improvements including renovation of space vacated by the move of Technical Services from the first floor of the Main to the Support Services Center at 190-9th Street[11]; and $370,000 to support the Deferred Maintenance Program. The proposed budget is $31.046 million greater than the current year budget with growth due primarily to additional appropriations for capital improvements (i.e., bond sale). The proposed budget reflects an increase of $1.730 million for operations and services; and an increase of $30.603 million for capital improvements. Budget increases are offset by a reduction of $1.287 million budgeted in 2003-04 as a transfer of funds from the Branch Bond Program to the San Francisco Unified School District for purchase of land for the Portola Branch Library. Budget changes are summarized on **Attachment B.**

Operating Budget

The Library's operating budget contains the funds necessary to support its non-capital services and programs. It provides funding for direct public services and indirect services that support the Library's public service mission. The operating budget includes funds for staff; collections; program materials and supplies; equipment; equipment and building maintenance, service, and repair; consultant and professional services, services provided by other City Departments; training; and other expenditures necessary to support public programming and services. The operating budget supports: a) baseline programs and services; and, b) enhancements to baseline programs. Enhancements to baseline programs are funded after ensuring that baseline programs are funded and if Library specific revenues are available to support them.

The **baseline** component of the operating budget represents the resources necessary to continue providing the same level of service and programming provided in the current fiscal year (2003-04). It assumes that these services and programs will continue into the budget year (2004-05). The baseline also includes funding necessary to ensure that existing services and programs remain fully funded. Baseline adjustments include funds to cover changes in employee compensation including increases in the cost of fringe benefits, COLAs for contracted maintenance services, and the annualized cost of employee compensation or services only partially funded in the current year. Growth in baseline costs are offset by budgetary savings from one-time cost items such as equipment and one-time projects or activities budgeted in the prior year. **Enhancements** to the baseline operating budget are funding initiatives that increase, expand, or improve baseline services and programs; add new services or programs; or, provide one-time funding to purchase new or replacement equipment, conduct special studies, or implement one-time projects or programs.

The proposed operating budget for 2004-05 totals $56.207 million – an increase of $1.730 million or 3.2% over the previous year. The operating budget increase includes $1.599 million in baseline growth offset by $1.113 million in one-time reductions; and $1.244 million in enhancements or augmentations to the baseline.

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[10] Post Occupancy Evaluation report completed in January 2000.

[11] Move is planned for August and September 2004.

Baseline budget adjustments include:

- Increase of $808,027 for the Library's share of cost or contribution to the San Francisco Retirement Trust Fund. The contribution to the retirement fund is based on actuarial and fiscal analysis conducted by the Retirement System that shows contributions from the General Fund and special funds are necessary to ensure that the Retirement fund remains solvent and able to meet its obligations.

- Increase of $644,012 to cover increases in the cost of employee health benefit plans. This represents a 15% increase in plan costs.[12]

- Increase of $76,278 to cover increases in unemployment insurance rates.

- Increase of $66,964 to annualize the Librarian II position for the Mission Bay Branch Library which was budgeted at 0.25 FTE (start date of April 1, 2004) in FY 2003-04.

- Increase of $39,444 for reclassifications that occurred in 2003-04.

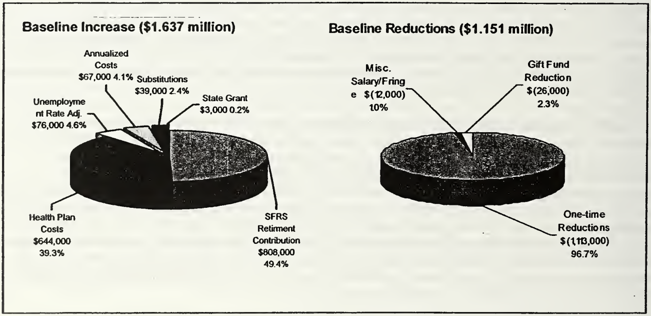
- Increase of $2,619 in State Grant for Project Read.

- Reduction of $11,570 for miscellaneous salary adjustments in 2004-05.

- Reduction of $1,112,808 reduction for one-time cost items budgeted in 2003-04. One-time cost adjustments are summarized on **Attachment C.**

- Reduction of $26,409 in gift funds from the Friends & Foundation of SFPL.

- Net increase of $486,587 to the baseline budget. Baseline budget adjustments are described below.



New spending initiatives (enhancements) include:

- Increase of $545,500 for the collection budget. This includes a permanent baseline increase of $207,000 (4%) to the collection budget; $266,000 for opening day collections in the Branch System; $57,500 to

purchase books for the second BLIP bookmobile which is expected to be operational in the Fall of 2004; and, $15,000 to buy additional collection materials for the first BLIP bookmobile which is now operational.

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[12] The 15% is an estimate provided by the Mayor's Office. Actual rate adjustments will not be known until March/April. The budget assumes a 15% increase however, the Mayor's Office has indicated that rates could be adjusted by as much as 20%. An additional 5% increase would cost $215,000.

- $310,000 for scheduled replacement of public service and staff PCs and workstations; enhancements to the online system; and purchase of remote access software to facilitate updating of SFPL web pages. Funds will provide needed PC equipment for staff and public by refreshing old equipment and supplying additional equipment where needed; and, ensure continuous, uninterrupted operability of the library's network.

- $60,000 for enhancements to the Millennium Integrated Library System. This includes adding modules and products to facilitate and expand services to the public and provide necessary training and resources to enable staff to provide those services. Includes InnReach Link+ which will allow the Library to participate in resource-sharing with other Millennium libraries in the Bay Area region by enabling users to access, request and borrow materials from a combined catalog of participating libraries ($26,000); Floating collections will enable the Library's large print collection (and other designated collections) to travel from one location to another ($9,000); adding additional SIP2 licenses for each self-check machine (it is expected one machine will be added in FY04/05 at a cost of $2,500 + 15% maintenance); upgrading Telephone Renewal System Software from 4 to 8 lines ($8500); and Custom programming and specialized training optimize system services and provide staff with the necessary skills and knowledge to fully use the system ($14,000).

- $47,202 for four 15 hour/week Library Page positions (1.13 FTE) for the Branch Library system to process reserves which have increased significantly since "free" user-placed reserves were implemented.

- $97,701 for a full-time Delivery Truck Driver ($48,701) and delivery truck ($49,000) for Delivery Services. The proposed increase is consistent with recommendations made in a study of the Library's delivery system. The study found that existing vehicles (3) and staffing (3) are insufficient to meet the increasing volume of items handled and transported between the 26 Branch Libraries and the Main Library; and the public's demand for more timely processing of materials. The library estimates that it transports 2 million items annually between locations and the additional driver and vehicle are needed to meet this need.

- $23,423 for temporary help in the Public Affairs Office for a part-time as needed Public Information Officer to assist with publication of "At the Public Library".

- $44,000 to upgrade and replace audio-visual equipment. Includes replacing CRT/video data projector with a DLP projector, upgrading computer/projector interface components and reprogramming A/V system remote control to operate the projector and DVD player in the Children's Center ($17,500); purchase of two Power Mac 5 workstations to support graphic design work such as signage; program and event announcements and brochures; public notices and announcements; and reports ($4,500); upgrading and replacing video production equipment (replacing Hi-8 format video camcorder with DV cam format video camcorder ($4,000) and upgrading video editing equipment hardware and software ($10,000); and purchasing a XGA portable video/data projector and travel case for branch programming and staff/public training in the branches ($8,000).

- $70,000 for a work order with the Bureau of Building Repair, Department of Public Works for elevator maintenance and repair services. BBR, DPW manages the City-wide elevator service contract and passes costs back to City departments. BBR has used funds budgeted for routine maintenance and repair projects work ordered to them to cover the Library's share of contract costs. The Library's costs for elevator maintenance increased from $25,000 to $70,000 annually with the expiration of warranties for the seven elevators in the Main Library in 2001-02. The budget has not been augmented to cover this cost. Using funds budgeted for maintenance and repair to support the contract has reduced deferred maintenance funds by 24% resulting in less maintenance and repair of Library facilities. Augmenting the budget specifically to cover this cost will enable the Library to better maintain its facilities.

- $5,000 for materials and supplies for the Library's Human Resources Recruitment Program. This program supports the Library's ongoing effort to recruit the most qualified candidates for Librarian vacancies. The Library actively recruits at professional conferences sponsored by the American Library Association, the

Public Library Association, and the California Library Association. Funding would provide for retnal of booth and table space at conferences, to purchase recruitment supplies, and to pay for delivery and mailing of recruitment materials and displays to conferences.

- $8,000 for materials and supplies. Funds are needed by Children and Youth Services Program to provide bibliographies and service brochures for children and teens. Funds will be used to increase the volume of outreach materials available for placement at Branch Libraries; and for distribution to schools, community groups, community fairs, parent-teacher groups, and youth serving agencies like the YMCA, Boys and Girls Club, daycare centers and pre-schools. Materials are also distributed to universities and colleges who use the bibliographies and brochures in their curriculum.

- $23,000 to implement a Facilities Roof Inspection Program. Funding would provide a program of biannual inspection of roofs at all Library facilities. Biannual inspections would provide early warning of potential problems, facilitate minor repairs before they grow into serious repairs, and facilitate budget and program planning.

- $10,000 to repair, re-finish and repair reading tables in Library facilities that are vandalized or damaged by graffiti and heavy use.

Capital Improvement Budget

The Library's proposed Capital Improvement Budget for 2004-05 includes funding to support three programs – the Branch Library Improvement Bond Program ($29 million), Main Library POE Program ($2.352 million), and the Library's Deferred Maintenance Program ($370,000). The proposed Capital Improvement Budget totals $31.722 million and is funded by proposed appropriations of Branch Library Improvement Bonds ($29 million), Library Improvement Funds[13] ($1.451 million), LPF reserves ($1.022 million), and LPF baseline revenue ($249,000). Proposed projects and funding sources include:

- ***Branch Library Improvement Bond Program.*** The program is in its third year of operation. To date $40.965 million in GO bonds have been sold and appropriated. To cover program expenditures and ensure adequate cash flow through the first half of FY 2005-06, the Library is proposing the sale of an additional $29 million in FY 2004-05. Of the $40.965 million already sold and appropriated, $17.749 million was spent or encumbered through January 2004. Based on the current expenditure plan for the Program, the $40.965 million sold and appropriated will be fully obligated by the end of the first quarter of next fiscal year and the program will experience cash flow problems without the additional sale. To date, all site acquisitions have been completed; Phase I and II projects are in design with several in construction by the start of next fiscal year; and, Phase III projects will be in design. Funds must be in place prior to bidding and awarding contracts for design and construction and the additional sale and appropriation are needed to keep the program on track.

- ***Main Library POE Program*** The program was established to address the most egregious building deficiencies identified in the Post Occupancy Evaluation of the Main Library that was completed in January 2000. To date, $4.4 million has been appropriated for Phase I and Phase II projects. Phase I projects funded by $1.1 million from the Library Preservation Fund and $500,000 from the Library Improvement Fund have been completed. Phase II projects which included new signage, construction of a second floor bridge to connect the Larkin and Fulton Street entrances to the Children's Center, and redesign and reconfiguration of existing first floor public service areas are funded by a $2.8 million appropriation from the Library Improvement Fund.

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[13] Unappropriated balances remaining in the Library Improvement Fund (LIF). Fund balance consists of interest earnings and settlement funds.

Of the $2.8 million appropriated for Phase II projects, $416,000 is budgeted for fabrication of a new signage system[14]; $577,000 was redirected from the 2nd floor bridge project[15] to construct a loading dock and renovate the first floor area adjacent to the loading dock at the Support Services Center[16]; and $1.8 million was budgeted for renovation of first floor public service areas. Of the $1.8 million budgeted for 1st floor renovations, $436,000 was recovered by the City in 2002-03 as an overhead charge to offset the cost of indirect services funded by the General Fund in support of bond funded programs. The unanticipated recovery was taken years after funds were initially appropriated leaving only $1.3 million to complete planned improvements to the first floor. With the move of Technical Services from their current space on the first floor to the Support Services Center, an additional 18,000 square feet will be opened up for public use.

The Library proposes to combine both projects – redesign of existing public service space and redesign of space vacated by Technical Services – into a single project that will be completed in phases to minimize disruptions to service and operations. DPW estimates the cost of renovating the first floor at $3.072 million. This includes renovating existing public service space and space currently occupied by Technical Services ($2.722 million); and, the public restrooms ($350,000). See **Attachment D** for project estimate.

An integral part of the first floor renovation project is the purchase and installation of an automated sorting system which is the most efficient method for handling returns in Borrower Services. Tech Logic, the manufacturer and installer of automated sorting systems, estimates the cost of the system at $1.210 million. The Library plans to implement the system in two phases. The first phase involving the purchase and installation of a conveyor run from the express book drops to the main sorting area, a barcode reading machine, re-sensitizing tunnel sizing/squaring machine, three loaders, and an eight-bin sorting section will be funded in 2004-05 at a cost of $666,750 including freight, training, warranty, and taxes. The second phase which includes the purchase of a RFID reading machine, binding detector, and book trucks, and bins will be funded in 2005-06 at a cost of $543,025.

In 2004-05, the Library proposes funding renovation of first floor space including the restrooms with $1.386 million from the Library Improvement Fund previously appropriated and available; $1.451 million from unappropriated balances available in the Library Improvement Fund; and $235,000 from Library Preservation Fund reserves. Regarding funding for the automated sorting system, the Library proposes appropriation of an additional $666,750 from Library Preservation Fund reserves for Phase I of the project. Project costs are summarized on **Attachment E.**

- ***Deferred Maintenance Program.*** This program provides for both routine maintenance of Library facilities and one-time special repair projects that occur annually. The program has a baseline budget of $184,000 which is work ordered to the Bureau of Building Repair, DPW. The baseline program is augmented annually to cover maintenance and repairs that exceed the baseline budget and for one-time special repair projects that occur annually. Given the age and condition of many of the Library's facilities, ongoing maintenance is essential for protecting public safety and providing comfortable and inviting environments in which to visit and work.

  Maintaining facilities in good repair is a proven and cost-effective alternative to more expensive repairs that result from neglect. Routine projects performed annually include maintenance and repair of electrical, plumbing, HVAC, and security systems; repair or replacement of doors, windows, interior and exterior walls, foundations, walkways, and roofs; interior and exterior painting, and replacement of worn carpet and flooring. With 28 facilities – 27 of which are public facilities – maintaining them in good repair is mission critical.

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[14] Design completed. Contract awarded to LC General Engineering & Construction who will sub fabrication work to Priority Architectural Graphics. Anticipate final plans/drawings by 3/1/04, fabrication completed by 5/31/04, and installation by 8/31/04.

[15] Due to design issues, security issues for the Children's Center, and cost issues related to increased staffing necessary to manage the Larkin and Fulton Street entrances, CIAC was notified that this project would not be done and that funds would be redirected to the Support Services Center project.

[16] Construction bids received and contract awarded to Kin Wo Construction.

The proposed budget augments the base budget of $184,000 by $370,000. The funding increase includes $200,000 for routine maintenance and repair projects; and, $170,000 for two special repair projects – $110,000 to clean exterior and interior windows and exterior metal work at the Main Library and $60,000 to repair and renovate the front stairs at the Park Branch Library. The Deferred Maintenance Program is funded by $249,000 from LPF baseline revenue allocated per the Charter and $121,000 from LPF reserves.

Radio Frequency Identification System (RFID)

Not included in the proposed budget at this time are funds needed to initiate the implementation of RFID technology. As previously reported, RFID is fast becoming the industry standard for managing Library collections and inventories. When first discussed with the Commission, issues regarding privacy were raised by members of the community and the Commission directed staff to hold a public forum in which these issues could be debated and discussed. The public forum was viewed as necessary for informed decision-making and as a prerequisite for action by the Commission. A public forum to be held on March 4, 2004 during the Commission's regularly scheduled meeting is now being planned.

Library Administration considers the community's concerns to be serious, however it believes that RFID can be a benign technology that will significantly improve management of the Library's collections if implemented and managed in an appropriate and sensitive way. RFID is critical for improving collection management and the decision on whether or not to fund it has significant impact on planning of renovations at the Main Library; and the renovation and construction of Branch Libraries under the Branch Library Improvement Bond Program.

Although funds are not currently included in the Library's proposed 2004-05 budget, Library Administration recommends that the Commission consider action to set-aside reserves in the Library Preservation Fund pending the outcome of the public forum and discussion and action by the Commission. Moreover, it recommends that the Commission consider action to authorize the Library Administration to add funds for RFID from the Library Preservation Fund reserve to the proposed budget if following the public forum, the Commission determines RFID to be in the best interests of both the Library and the community; and, prior to the Mayor's submittal of the budget to the Board of Supervisors.

If approved the Library would implement RFID system-wide over a five year period beginning in 2004-05. Phase I costs are estimated at $580,000 and are detailed on **Attachment F.**

Next Steps

The deadline for submitting the budget to the Mayor is February 20, 2004. Consequently, the Commission must take action on the budget during its February 19, 2004 meeting. Once the budget is submitted we will work with the Mayor's budget staff on refining estimates (i.e., Health Benefit Plan cost increases, work order charges, etc.) and coordinating adjustments to the budget that the Mayor, in his discretion may make. We will also continue to work with the Controller's staff on revenue projections; and with the Office of Public Finance on scheduling the Branch Bond sale.

The proposed budget is based on current revenue projections and current policy direction provided by the Controller and the Mayor, respectively. The budget may have to be adjusted up or down based on policy decisions made by the Mayor and/or revisions in the Controller's revenue calculations. The Mayor is required to submit his budget to the BoS by June 1st. However, the Mayor could decide or be compelled to release the budget sooner. Over the next few months, staff will report back to the Commission on policy developments and changes to the budget that may occur.

Public Library
2004-05 Proposed Budget
Proposed Budget Initiatives

	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget
FUNDED									
1	IRMO	General Information; Current Topics & Titles; Lifelong Learning	Goals 3; 11; 15	Collection Budget Augmentation. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.			$ 545,500	$ -	$ 545,500
2	Automation	General Information; Lifelong Learning	Goals 4; 12.1.1	Technical Refreshment			$ 310,000	$ -	$ 310,000
3	Automation	General Information; Lifelong Learning; Current Topics & Titles	Goals 3.2.1; 4.2.1; 11.1;14.2.1; 15.2; 16.2	III Millennium Enhancements (One-time funding)			$ 60,000	$ -	$ 60,000
4	Branch		15.2; 17.1	Staffing for reserve processing (4.0 page positions)	1.13	Library Page	$ 47,202	$ -	$ 47,202
6	Operations	General Information; Current Topics & Titles	Goal 2.4; 15	Delivery Truck Driver	0.75		$ 48,701	$ -	$ 48,701
6	Operations	General Information; Current Topics & Titles	Goal 2.4; 15	Delivery Truck (One-time)			$ 49,000	$ -	$ 49,000
7	Public Affairs	General Information; Current Topics & Titles; Lifelong Learning	Goals 1.1.1; 2.1-3; 14.1.1; 6	Temporary Help (.46 PIO)	0.46	PIO	$ 23,423	$ -	$ 23,423
8	Public Affairs	General Information; Lifelong Learning	Goals 1.1.1; 4; 6	Audio-Visual Equipment: Includes upgrading video production equipment ($14,000); graphic design workstations ($4,500); Children's Center A/V systems including projector, DVD player, computer interface and controls. Also includes puchase of portable XGA video/data projector for Branch programming (One-time funding).			$ 44,000		$ 44,000
9	Operations	General Information	Goals 5.2; 5.3	Elevator Maintenance Services (DPW - BBR workorder)			$ 70,000	$ -	$ 70,000
10	HR			Materials & supplies for recruitment. Includes funds for material & supplies ($2,000) and mailing & delivery services in support of recruitment activities ($3,000).			$ 5,000	$ -	$ 5,000
11	OCYS	General Information; Lifelong Learning	Goals 1; 2; 10.1	Children & Teen bibliographies and brochures			$ 8,000	$ -	$ 8,000
12	Operations	General Information	Goals 5.2; 5.3	Roof Inspection Prog. (Biannual inspections)			$ 23,000	$ -	$ 23,000
13	Operations	General Information	Goals 5.2; 5.3	Refinish vandalized wooden tables	0.00		$ 10,000	$ -	$ 10,000
				TOTAL OPERATING BUDGET	**2.34**		**$ 1,243,826**	$ -	**$ 1,243,826**
1	Branch			Bond Sale and Appropriation			$ -	$ 29,000,000	$ 29,000,000
2	Main – Capital			Construction - POE Phase II(A)(B) - including restrooms on 1st floor			$ -	$ 1,685,331	$ 1,685,331
2	Main – Capital			Equipment - Automated Materials Sorting System (Phase I).			$ -	$ 666,750	$ 666,750
5	Operations			Deferred Maintenance Program			$ -	$ 200,000	$ 200,000
3	Operations			DMP: Main Library Exterior and window cleaning (One-time)			$ -	$ 110,000	$ 110,000
3	Operations			DMP: Park Branch - Repair/renovate front stairs (One-time)	0.00		$ -	$ 60,000	$ 60,000
				TOTAL CAPITAL IMPROVEMENTS BUDGET	**0.00**		$ -	**$ 31,722,081**	**$ 31,722,081**
				TOTAL PROPOSED	**2.34**		**$ 1,243,826**	**$ 31,722,081**	**$ 32,965,907**
SOURCES				Library Preservation Fund (LPF)			$ 1,243,826	$ 241,691	$ 1,485,517
				LPF Reserve			$ -	$ 1,029,734	$ 1,029,734
				Library Improvement Fund (LIF)			$ -	$ 1,450,656	$ 1,450,656
				Branch Library Improvement Bonds			$ -	$ 29,000,000	$ 29,000,000
				TOTAL SOURCES			**$ 1,243,826**	**$ 31,722,081**	**$ 32,965,907**

1/29/2004

Attachment A

Public Library
2004-05 Proposed Budget
Proposed Budget Initiatives

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget

NOT FUNDED

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget
1	Main – Capital			Equipment - Automated Sorting Machine (Phase II)				$ 543,025	$ 543,025
2	Operations			Brooks Hall Lighting Upgrade Phase I				$ 500,000	$ 500,000
3	OCYS			Teen Librarians (1.0 position)	0.75	Lib I	$ 55,307	$ -	$ 55,307
4	Main			Community history collections & digitizing neighborhood photographs (0.38 position)	0.28	Lib I	$ 31,653	$ -	$ 31,653
5	Main			Enhance Affinity Centers (0.38 position)	0.28	Lib I	$ 27,653	$ -	$ 27,653
6	Branch			Staffing for Branch Libraries (4.0 Lib Asst. I)	3.00	Lib Asst. I	$ 161,545	$ -	$ 161,545
7	Public Affairs			Graphic Designer (0.5 Graphic Designer)	0.38	Graphic Dsgnr.	$ 20,950	$ -	$ 20,950
8	Public Affairs			Curator (0.5 position)	0.38	Curator	$ 25,521	$ -	$ 25,521
9	Operations			Exterior Painting - Various				$ 100,000	$ 100,000
10	Operations			Main Library Pigeon Proofing				$ 75,000	$ 75,000
11	Operations			Repaint Children's Center - Main Library	0.00		$ -	$ 25,000	$ 25,000
					5.06		$ 322,629	$ 1,243,025	$ 1,565,654

HIGH PRIORITY: ADD TO BUDGET AFTER PUBLIC HEARING, DISCUSSION, & APPROVAL BY THE COMMISSION

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget
1	Main			RFID (Phase I)			$ 580,182	$ -	$ 580,182

		FTE	Operating Budget	Capital Budget	Total Budget
TOTAL REQUESTED		7.40	$ 2,146,637	$ 32,965,106	$ 35,111,743

1/29/2004

Public Library
2004-05 Proposed Budge t
Budget Changes by Source

Attachment B

		Operations	Capital	Other	Total
SUMMARY					
2003-04	**Annual Appropriation Ordinance**	$ 54,476,188	$ 1,118,652	$ 1,287,000	$ 56,881,840
	Baseline Changes	$ 486,587	$ (1,118,652)	$ (1,287,000)	$ (1,919,065)
	Policy Changes	$ 1,243,826	$ 31,722,081	$ -	$ 32,965,907
2004-05	**Proposed Budget**	$ 56,206,601	$ 31,722,081	$ -	$ 87,928,682
	Change	$ 1,730,413	$ 30,603,429	$ (1,287,000)	$ 31,046,842
DETAIL					
2003-04	**Annual Appropriation Ordinance**	$ 54,476,188	$ 1,118,652	$ 1,287,000	$ 56,881,840
	Baseline Adjustments				
	One-time Cost Adjustments	$ (1,112,808)	$ (1,118,652)	$ (1,287,000)	$ (3,518,460)
	State Grant Increase	$ 2,619			$ 2,619
	Gift Fund Reduction	$ (26,409)			$ (26,409)
	Misc. Salary & Fringe Adj.	$ (11,570)			$ (11,570)
	Annualized Costs	$ 66,994			$ 66,994
	Retirement Contribution SFRS	$ 808,027			$ 808,027
	Unemployement Insurance Increase	$ 76,278			$ 76,278
	Employee Health Plan Cost Increases	***$ 644,012***			***$ 644,012***
	Substitutions (Relcassifications)	$ 39,444			$ 39,444
	Total, Baseline Adjustments	$ 486,587	$ (1,118,652)	$ (1,287,000)	$ (1,919,065)
2004-05	**Adjusted Baseline Budget**	$ 54,962,775	$ -	$ -	$ 54,962,775
	Policy Adjustments				
1	Collection Budget Augmentation. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.	$ 545,500			$ 545,500
2	Technology Refreshement	$ 310,000			$ 310,000
3	III Millennium Enhancements	$ 60,000			$ 60,000
4	Staffing for reserve processing (4.0 page positions)	$ 47,202			$ 47,202
5	Deferred Maintenance Program	$ -	$ 200,000		$ 200,000
6	Delivery Truck Driver	$ 48,701			$ 48,701
6	Delivery Truck (CNG)	$ 49,000			$ 49,000
7	Temporary Help (.46 PIO)	$ 23,423			$ 23,423
8	Audio-Visual Equipment: Includes upgrading video production equipment; graphic design work stations; Children's Center A/V systems including projector, DVD player, computer interface and controls; and puchase of portable XGA video/data projector for Branch Libraries.	$ 44,000			$ 44,000
9	Elevator Maintenance Services (DPW - BBR workorder)	$ 70,000			$ 70,000
10	Materials & supplies for recruitment (HR).	$ 5,000			$ 5,000
11	Roof Inspection Prog. (Biannual inspections)	$ 23,000			$ 23,000
12	Refinish vandalized wooden tables	$ 10,000			$ 10,000
13	Children & Teen bibliographies and brochures	$ 8,000			$ 8,000
1	Branch Library Improvement Bond Program Sale and Appropriation		$ 29,000,000		$ 29,000,000
2	Construction - POE Phase II(A)(B) - including restrooms on 1st floor		$ 1,685,331		$ 1,685,331
3	POE Equipment - Automated Materials Sorting System (Phase I)		$ 666,750		$ 666,750
4	Main Library: Clean exterior and interior windows and metal-work		$ 110,000		$ 110,000
5	Park Branch: Repair/renovate front stairs		$ 60,000		$ 60,000
	Total, Policy Adjustments	$ 1,243,826	$ 31,722,081	$ -	$ 32,965,907
	Proposed Budget	$ 56,206,601	$ 31,722,081	$ -	$ 87,928,682
	SOURCES				
	LPF & Other Operating Revenue	$ 56,206,601	$ 248,691	$ -	$ 56,455,292
	LPF Reserve	$ -	$ 1,022,734	$ -	$ 1,022,734
	Library Improvement Fund	$ -	$ 1,450,656	$ -	$ 1,450,656
	Branch Bond	$ -	$ 29,000,000	$ -	$ 29,000,000
	Total, Sources	$ 56,206,601	$ 31,722,081	$ -	$ 87,928,682

LPF Reserve Balance (1/15/04)	$ 2,248,572
Estimated Balance 7/1/04 (based on budget plan)	$ 1,225,838
LIF (3CPLILOC) CLBPL8 POE	$ 1,241,760
LIF (3CPLI88B) interest	$ 208,896
	$ 1,450,656
Estimated Balance 7/1/04 (based on budget plan)	$ -

1/29/2004

2004-05 Proposed Budget
One-time Cost Adjustments: Detail

ATTACHMENT C

Division	Program	Index	Sub-Object	Description	Source	Total Amt. Budgeted	LPF Reserve	LPF (GF or Prop Tax)
Automation	EGG	415230	06000	Technology Refresh	2SLIBNPR	$ 300,000		$ 300,000
Branch	EEG	410306	06700	Branch Telephone Replacement	2SLIBCPR	$ 270,000		$ 270,000
Branch	EEG	410310	06F00	Neighborhood Library Facilities	2SLIBCPR	$ 500,000	$ 500,000	$ -
Branch	EEG	415035	06000	Express Check-out Machines (2)	2SLIBNPR	$ 55,100		$ 55,100
Childrens	FAL	415056	04976	SFUSD Library Assistance	2SLIBNPR	$ 500,000	$ 138,000	$ 362,000
Operations	EGH	410301	06F00	Facilities Maintenance Projects	2SLIBAPR	$ 200,000		$ 200,000
Operations	EGH	410301	06F00	Support Srvc Center (Loading Dock)	2SLIBCPR	$ 148,651		$ 148,651
Operations	EGH	415235	02899	One-time Security System Charge	2SLIBNPR	$ 30,000	$ 16,771	$ 13,229
Operations	EGH	415235	04999	Custodial Equipment	2SLIBNPR	$ 6,300		$ 6,300
Operations	EGH	415235	04999	Book Trucks - SSC	2SLIBNPR	$ 26,000		$ 26,000
Operations	EGH	415235	06029	Delivery Truck (#PL003N)	2SLIBNPR	$ 40,000		$ 40,000
Operations	EGH	415235	081HF	Work Order SFGH Library	2SLIBNPR	$ 150,000		$ 150,000
Public Affairs	EGF	415233	03599	Digital Camera	2SLIBNPR	$ 2,858		$ 2,858
Public Affairs	EGF	415233	03599	LCD Monitor	2SLIBNPR	$ 2,550	$ -	$ 2,550
TOTAL						$ 2,231,459	$ 654,771	$ 1,576,688

SUMMARY BY PROGRAM

	Total Amt. Budgeted	LPF Reserve	LPF (GF or Prop Tax)
Branch	$ 825,100	$ 500,000	$ 325,100
Childrens	$ 500,000	$ 138,000	$ 362,000
Operations	$ 600,951	$ 16,771	$ 584,180
Automation	$ 300,000	$ -	$ 300,000
Public Affairs	$ 5,408	$ -	$ 5,408
	$ 2,231,459	$ 654,771	$ 1,576,688

ATTACHMENT D

Post Occupancy Evaluation (POE) Phase II projects at the Main Library

POE Phase II projects will redesign and renovate the 1st Floor of the Main Library. The 1999 POE recommended projects that would improve public service, staff productivity and workflow and address preservation of the collection and ergonomic issues. Some of the projects are combining the check-in, check-out desks and moving them forward; moving the sorting room from the lower level to the 1st Floor; creating an automated express return center; moving the Information Desk to a more prominent position; expanding the public area by utilizing the Technical Services area for fixed shelving & user workstations; move highly used collections from the crowded 3rd Floor to the 1st; creating better lighting; purchasing AV shelving; and redesigning the staff work areas & carrels to fit tasks. More recent goals to be accomplished are related to SFPL's new Strategic Plan. These projects include creating a Teen Center and incorporating RFID technology for security and identification for the Main collections and then expanding to all 26 branches.

During the POE Phase 1 project phase several issues were discovered that were not included in the contract but need to be addressed to finish the repairs to the building. Redesign of the 1st floor restrooms has also become a priority due to the continuing heavy public use of the building.

Estimated Costs for POE Phase 2 - Parts A & B

POE Phase 2, Part A & B

$2,016,036	Construction plus 15% contingency Includes demolishing all circulation desks, building new desks for circulation and information, reconfiguring staff work areas adding new workstations & work surfaces, building a sorting area, new configuration of the elevator doors, replacing frosted glass with clear, express book drops, adding walls to Technical Services area, reconfiguring and adding new book & AV shelving, signage, rebalancing HVAC system, new floor covering.
$ 705,613	Soft costs Includes all work done by DPW & BOA (design, permits, fees, Contracts, construction management)
$350,000	Redesign & expansion of 1st Floor Restrooms
$3,071,649	TOTAL

ATTACHMENT E

Automated Material Sorting System

$1,209,775	**Total cost of Automated Material Sorting System**
$ 666,750	**2004-05 (Year 1)**
	Conveyor run from express book drops to main sorting room $70,000 Barcode reading machine, re-sensitizing tunnel, sizing/squaring machine, 3 loaders/unloaders, 8 bin sorting section $470,000 Install/training/freight/warranty $80,000 Tax $46,750
$ 543,025	**2005-06 (Year 2)**
	RFID reading machine, binding detector, 12 book truck/180 sort section.

Note: Estimate provided by Tech Logic, manufacturer and installer of automated materials sorting systems.

ATTACHMENT F

RFID Estimate Detail

Year 1 – Main (1st floor material only), Excelsior, new material & all media

$353,625	Tags - $.55 books, $1.45 media Main - $110,000 (200,000 items) Excelsior - $33,000 (60,000 items) New - $96,800 (176,000 items) Media - $113,825 (78,500 items)
$ 20,580	Labels - $.04 (955,500 items)
$ 10,000	Replicating workstations - $5,000 (2 – Tech Services & Borrower Services)
$ 81,000	Combo Stations - $9000 self charge (9 – 2 AV, 5 BS, 2 Exc)
$ 32,400	Security Gates - $5,400 (6 – 2 AV, 2 Grove, 2 Exc)
$ 7,125	Maintenance – Software $125/per station (9) 2 x yr plus telephone support - $3000/per site (2)
$ 30,000	Misc. – Freight, insurance, installation, travel & training
$ 45,452	Tax
$ 580,182	**TOTAL Year 1 (2004-05)**

Year 2

$472,155	Tags & labels for rest of Main collection, 1 replicating station for branches, Combo stations for staff/public, inventory wands, additional maintenance, Misc. charge & tax

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NOTE: Estimate provided by Tech Logic.

San Francisco Tool Lending Center

Background:

- June 11, 1999 Supervisor Barbara Kaufman brought a resolution to the Board calling for the creation of a Tool Lending Library & urging the Mayor to include funding in the City's 1999/2000 Fiscal year budget.
- Summer 2000:Library conducts a competitive RFP process (June/July)

Tool Lending Center

- San Francisco League of Urban Gardeners (SLUG) selected to operate the program
- September 6, 2000 – 3 year Grant Agreement signed with SLUG
- January 4, 2001 - Tool Lending Center opens at 2713 San Bruno Avenue, near Bacon Street in the Portola neighborhood

Tool Lending Center

Current FY 2003/04:

- July 27, 2003 - Tool Center closes after SLUG announces organizations closure
- Aug/Sept 2003- New RFP process initiated
- October 24, 2003 - Contract for operation of the Tool Center program awarded to **SF Clean City Coalition**
- January 21, 2004 - The Tool Center Reopens!

Tool Lending Center

RFP /Request For Proposals

Outline of the Process:

- Grant Opportunity Announced August 20, 2003
- Publicity included: Press release to local media; posting on City Webpage; mailing to non-profits
- Pre-proposal Conference held August 27, 2003 to answer questions and review program
- Deadline for submission of proposals September 10, 2003 @ 5:00 PM
- Select non-profit from applicants

Tool Lending Center

- Contract Negotiations in October 2003
- Draft Agreement reviewed by the Library's Finance Office staff, City Attorney's Office and the City's Risk Manager
- Grant Agreement between the City & County of SF and SF Clean City Coalition signed October 24, 2003

Tool Lending Center

- Tool Center remains at its same location with a short gap in service between operators

- Information about hours & services on the Library's Website, under Branches

- **Open Hours**: Wed, Thurs & Fri 12:00 PM. to 7:00 PM, Sat 9:00 AM to 5:00 PM and Sunday 9:00 AM to 12:00 PM
  Closed Monday & Tuesday

Tool Lending Center

Funding:

- FY 1999/2000 $266,832 appropriated but not allocated in Library budget for implementation
- FY 2000/2001 $350,000 allocated in Library budget for start-up costs and 1st year operations
- Library budget allocations by FY:

  FY 2001/02 - $173,749; FY 2002/03 $175,000 & FY 2003/04 - $175,000

Tool Lending Center

Services:

- Lending collection of over 1,000 tools that support general home improvement and small repair projects
- Material collection includes reference books and videos on a broad range of home improvement subjects
- Center staff provides workshops, training and hosts lectures by experts in related fields

Tool Lending Center

- Operating under new management

- Gia Grant, Executive Director, SF Clean City Coalition

DOCUMENTS DEPT.
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PUBLIC LIBRARY

San Francisco Public Library Commission

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Phone 415.557.4233, Fax 415.557.4240

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1/19/04

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Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, February 19, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 20, 2004.
Explanatory document: draft Minutes

3. 2004/05 LIBRARY BUDGET ACTION

Presentation on and discussion of, and possible action to approve the Library's proposed FY 2004/05 Budget.
Explanatory document: proposed 2004/05 Library Budget report

4. BOOKMOBILE REPORT DISCUSSION

Presentation on and discussion of Library bookmobile services.

5. BOND PROGRAM MANAGER'S REPORT ACTION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none *regular reports*: program budget and schedule; active projects; and community outreach; and *special reports;* presentation and discussion of the BLIP schedule and possible action to approve the BLIP Manager's recommendations for changes in the Program Schedule.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

6. INTERIM BRANCH LIBRARY SERVICES PLAN AND BOND PROGRAM BUDGET ACTION

Presentation on and discussion of and possible action to revise the Library's Interim Branch Library Services Plan for services during Branch Library Improvement Program renovation and construction activities and the Bond Program Budget.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

7. **ADJOURNMENT** (requires motion and public comment) **ACTION**

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

2/13/04 - M.Housh, Commission Secretary

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 11, 2004

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director

RE: 2004-05 PROPOSED BUDGET

ACTION: Approve the Library's proposed budget for 2004-05 as amended and discussed below.

DISCUSSION: Since the budget presentation on February 4, 2004, the baseline estimate has increased by $123,000. The increase is the result of updated estimates from several City departments regarding the cost of services they provide the Library that total $127,000; and, miscellaneous reductions of $4,000.

With regard to the $127,000 increase in the cost of services provided by other City departments:

- Workers Compensation is projected by the Department of Human Resources (DHR) to increase by $154,000 – from $651,000 to $805,000. According to DHR, their estimate is based on loss experience, cost trends, and reforms.

- Gardening services provided by Recreation & Parks Department (RPD) will increase $126,000 – from $150,000 to $276,000. The Library will not receive additional service. The Library receives the equivalent of 3.0 FTE (groundskeepers) which RPD in the past has apparently partially subsidized. With expected reductions of 15% in RPD's baseline, RPD is adjusting the work order to fully recover the cost of these FTE.

- PUC charges for light, heat, power, and sewer services will increase $14,000 – from $585,000 to $598,000. This is a 2.3% increase.

- Telephone usage and circuit charges assessed by Department of Telephone and Information Services (DTIS) will decrease $151,000 – from $511,000 to $360,000. Reduction due to application of Federal E-rate and California TeleConnect discounts provided the Library by service providers.

- Reductions of $16,000 in various services provided by DHR ($4,387), DTIS ($5,723), and the Office of Administrative Services for vehicle maintenance ($5,650).

If all costs were known and revenue estimates were firm, the baseline increase of $123,000 would require us to reduce the proposed budget by a like amount. However, as the budget that we submit to the Mayor will not include the $644,000 estimated for increases in the cost of employee health plans – Mayor's staff and Controller will post actual increases in March/April – proposed spending is $513,000 less than projected revenue. It is likely that cost estimates for health benefits, retirement, and work orders will change; that revenue projections will change; and that the budget will have to be adjusted after it is approved by the Commission and submitted to the Mayor.

RECOMMENDATION: Given the uncertainty of the budget situation, Library Administration recommends that the Library Commission:

1. Approve the proposed budget that was presented on February 4, 2004 as amended and described above. If it becomes necessary to reduce discretionary spending proposals as a result of higher than anticipated baseline costs (e.g., retirement contribution or health plan premiums); or a reduction in current revenue estimates, the Library would make reductions to spending initiatives based on priorities set forth previously (list attached).

2. Authorize the Library to include in the proposed budget $580,182 from Library Preservation Fund reserves to begin implementing RFID if following the public forum scheduled for March 4, 2004, the Library Commission determines that RFID is in the best interests of the Library and the community.

3. Should RFID not be approved, authorize the Library to add to the proposed budget $543,025 from Library Preservation Fund reserves for the second phase of the Automated Materials Sorting System. The Library proposes to accelerate the purchase and installation of the system and to budget the full $1.210 million in 2004-05 if RFID is not approved.

Following submittal of the budget to the Mayor on February 20, 2004, Library staff will report to the Commission on the status of the budget as it moves forward in the process. Please call me at (415) 557-4248 if you have any questions prior to the meeting.

Attachments

cc: Paul Underwood, Deputy City Librarian

2/11/2004

Public Library
2004-05 Proposed Budget

	Operating	Capital	Other	Total
USES				
2003-04 AAO	**$ 54,476,188**	**$ 1,118,652**	**$ 1,287,000**	**$ 56,881,840**
One-time	$ (1,112,808)	$ (1,118,652)	$ (1,287,000)	$ (3,518,460)
Retirement Contribution	$ 808,167			$ 808,167
Unemployment	$ 76,278			$ 76,278
Misc. Salary & Fringe Adjustments	$ (10,943)			$ (10,943)
Annualized FTE	$ 66,994			$ 66,994
State Grant (Project Read)	$ 2,619			$ 2,619
Gift Reduction (PIO)	$ (33,377)			$ (33,377)
Substitutions	$ 37,621			$ 37,621
Lease Increases	$ 3,485			$ 3,485
Work Order Changes	$ 127,489	$ -	$ -	$ 127,489
Subtotal Baseline Changes	**$ (34,475)**	**$ (1,118,652)**	**$ (1,287,000)**	**$ (2,440,127)**
Revised Baseline (BPREP)	**$ 54,441,713**	**$ -**	**$ -**	**$ 54,441,713**
Health Benefits (pending)	$ -	$ -	$ -	$ -
Estimated Baseline	**$ 54,441,713**	**$ -**	**$ -**	**$ 54,441,713**
Policy Changes (Attachment A)	$ 1,243,826	$ 31,722,081	$ -	$ 32,965,907
Total Proposed Budget	**$ 55,685,539**	**$ 31,722,081**	**$ -**	**$ 87,407,620**
SOURCES				
LPF & Other Operating Revenue	$ 56,198,600	$ 248,692	$ -	$ 56,447,292
LPF Reserve	$ -	$ 1,022,734		$ 1,022,734
Library Improvement Fund	$ -	$ 1,450,655		$ 1,450,655
Branch Library Improvement Bonds	$ -	$ 29,000,000		$ 29,000,000
Total Sources	**$ 56,198,600**	**$ 31,722,081**	**$ -**	**$ 87,920,681**
Sources less Uses	**$ 513,061**	**$ -**	**$ -**	**$ 513,061**

Note: Budget does not reflect increases in Health Plan premiums which are estimated at 15% or $644,000. Costs will be added to the budget by the Mayor/Controller, once actuals are determined in March/April.

2/11/2004

ATTACHMENT A

PUBLIC LIBRARY
PROPOSED BUDGET POLICY CHANGES

		Operating	Capital	Total
1	Collection Budget increase. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.	$ 545,500		$ 545,500
2	Technology Refreshement	$ 310,000		$ 310,000
3	III Millennium Enhancements	$ 60,000		$ 60,000
4	Staffing for reserve processing (4.0 page positions)	$ 47,202		$ 47,202
5	Deferred Maintenance Program	$ -	$ 200,000	$ 200,000
6	Delivery Truck Driver	$ 48,701		$ 48,701
6	Delivery Truck (CNG)	$ 49,000		$ 49,000
7	Temporary Help (.46 PIO)	$ 23,423		$ 23,423
8	Audio-Visual Equipment: Includes upgrading video production equipment; graphic design work stations; Children's Center A/V systems including projector, DVD player, computer interface and controls; and puchase of portable XGA video/data projector for Branch Libraries.	$ 44,000		$ 44,000
9	Elevator Maintenance Services (DPW - BBR workorder)	$ 70,000		$ 70,000
10	Materials & supplies for recruitment (HR).	$ 5,000		$ 5,000
11	Roof Inspection Prog. (Biannual inspections)	$ 23,000		$ 23,000
12	Refinish vandalized wooden tables	$ 10,000		$ 10,000
13	Children & Teen bibliographies and brochures	$ 8,000	$ -	$ 8,000
1	Branch Library Improvement Bond Program Sale and Appropriation	$ -	$ 29,000,000	$ 29,000,000
2	Construction - POE Phase II(A)(B) - including restrooms on 1st floor	$ -	$ 1,685,331	$ 1,685,331
3	POE Equipment - Automated Materials Sorting System (Phase I)	$ -	$ 666,750	$ 666,750
4	Main Library: Clean exterior and interior windows and metal-work	$ -	$ 110,000	$ 110,000
5	Park Branch: Repair/renovate front stairs	$ -	$ 60,000	$ 60,000
	TOTAL PROPOSED CHANGES	**$ 1,243,826**	**$ 31,722,081**	**$ 32,965,907**

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
issioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, February 19, 2004.
The San Francisco Public Library Commission held a regular meeting on Thursday, February 19, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:06pm.

The following members were present: Bautista, Coulter, Steiman, and Streets.
Commissioners Higueras and Strobin excused.
Commissioner Chin joined the meeting at 4:30pm

DOCUMENTS DEPT.
MAR 19 2004
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public; their lawsuit against the Library.
Peter Warfield; the Library's online systems.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JAN. 20, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JAN. 20, 2004

An anonymous member of the public; the Minutes inaccurate and lack details.
Mr. Peter Warfield; the Minutes not accurately reported.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JAN. 20, 2004

MOTION: Commissioner Bautista, 2nd Commissioner Coulter for approval of the Minutes of the regular Commission meeting of January 20, 2004.

Adopted by the following vote:
AYE 4-0 (Bautista, Coulter, Steiman, and Streets)

AGENDA ITEM #3 2004/05 LIBRARY BUDGET

(Presented by City Librarian Susan Hildreth and Library Finance Director George Nichols)
Presentation on and discussion of, and possible action to approve the Library's proposed FY 2004/05 Budget.

Public comment on AGENDA ITEM #3 2004/05 LIBRARY BUDGET

An anonymous member of the public; budget report deficiencies.
Mr. Peter Warfield; funding for RFID and for books and catalog improvements.

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Commission discussion of AGENDA ITEM #3 2004/05 LIBRARY BUDGET

MOTION: Commissioner Bautista, 2nd Commissioner Chin for approval of the Library's FY 2004/05 Budget (as amended and discussed in 2004-05 Proposed Budget memorandum dated February 11, 2004) as proposed.

Adopted by the following vote:
Aye 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #4 BOOKMOBILE REPORT

(Presented by Library Chief of Children and Youth Services Toni Bernardi , Children's Bookmobile Librarian Megan Andersen, Chief of the Main Library Kathy Lawhun, Marti Goddard, Library Director of Access Services, and Chief of Branches Donna Corbeil)

Presentation on and discussion of Library bookmobile services.

Public comment on AGENDA ITEM #4 BOOKMOBILE REPORT

An anonymous member of the public; bookmobile services and schedules.
Mr. Peter Warfield; bookmobile services and schedules.

AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

(Presented by Branch Library Improvement Program Manager Marilyn Thompson)
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: none *regular reports*: program budget and schedule; active projects; and community outreach; and *special reports;* presentation and discussion of the BLIP schedule and possible action to approve the BLIP Manager's recommendations for changes in the Program Schedule.

Public comment on AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public; seismic risk status of branch libraries.
Mr. Peter Warfield; seismic safety at branch libraries.

Commission discussion of AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

MOTION: by Commissioner Bautista, 2nd Commissioner Chin for approval of the proposed revisions (Program Schedule Revisions memorandum dated February 17, 2004) to BLIP Projects Schedule.

Adopted by the following vote:
Aye 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #6 INTERIM BRANCH LIBRARY SERVICE PLAN AND BOND PROGRAM BUDGET REPORT

(Presented by Deputy City Librarian Paul Underwood)

Presentation on and discussion of and possible action to revise the Library's Interim Branch Library Services Plan for services during Branch Library Improvement Program renovation and construction activities and the Bond Program Budget.

Public comment on AGENDA ITEM #6 INTERIM BRANCH LIBRARY SERVICE PLAN AND BOND PROGRAM BUDGET REPORT

An anonymous member of the public; closure of branch libraries.
Mr. Peter Warfield; Prop. E public service hours and temporary facilities.

Commission discussion of AGENDA ITEM #6 INTERIM BRANCH LIBRARY SERVICE PLAN AND BOND PROGRAM BUDGET REPORT

(Commissioner Chin left the meeting at 6:24pm).

MOTION: Commissioner Coulter, 2nd Commissioner Streets approving moving $3,201,600 from the Program Relocation and Moving Reserve into the Program Reserve, eliminating use of interim physical locations as an interim service option.

Adopted by the following vote:
AYE 4-0 (Bautista, Coulter, Steiman, and Streets)

AGENDA ITEM # 7 ADJOURNMENT

MOTION: by Commissioner Streets, 2nd Commissioner Bautista that the meeting be adjourned.

Adopted by the following vote:
AYE 4-0 (Bautista, Coulter, Steiman, and Streets)

There being no further business, the Public Library Commission at the hour of 6:27pm adjourned.

Michael Housh, Commission Secretary 3/11/04

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS TO THE MINUTES OF FEBRUARY 19, 2004

2004-05 Proposed Budget memorandums 2-11-04
Library on Wheels report
BLIP Bookmobile report
Branch Library Improvement Program Schedule
Branch Library Improvement Program Budget
Branch Library Improvement Program Schedule Revisions memorandum 2-17-04

Minutes of the Library Commission Meeting of February 19, 2004
Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 11, 2004

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director

RE: 2004-05 PROPOSED BUDGET

ACTION: Approve the Library's proposed budget for 2004-05 as amended and discussed below.

DISCUSSION: Since the budget presentation on February 4, 2004, the baseline estimate has increased by $123,000. The increase is the result of updated estimates from several City departments regarding the cost of services they provide the Library that total $127,000; and, miscellaneous reductions of $4,000.

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2/11/2004

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2/11/2004

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PUBLIC LIBRARY
PROPOSED BUDGET POLICY CHANGES

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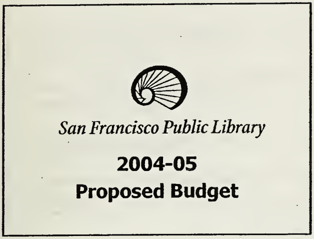
	TOTAL PROPOSED CHANGES	**$ 1,243,826**	**$ 31,722,081**	**$ 32,965,907**

San Francisco Public Library

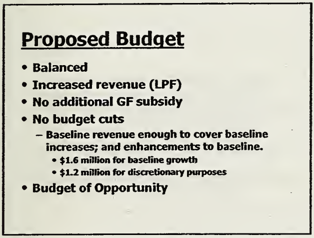
Proposed public library 2004/05 Budget report

Presented February 5, 2004



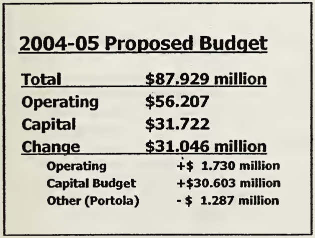
San Francisco Public Library

2004-05
Proposed Budget



Proposed Budget

- Balanced
- Increased revenue (LPF)
- No additional GF subsidy
- No budget cuts
  - Baseline revenue enough to cover baseline increases; and enhancements to baseline.
    - $1.6 million for baseline growth
    - $1.2 million for discretionary purposes
- Budget of Opportunity



2004-05 Proposed Budget

Total	**$87.929 million**
Operating	**$56.207**
Capital	**$31.722**
Change	**$31.046 million**
Operating	+$ 1.730 million
Capital Budget	+$30.603 million
Other (Portola)	- $ 1.287 million

Operating Budget

$56.207 million

$1.730 m increase over 03-04
$1.6 m baseline budget adjustments
$1.1 m reduction for one-time costs
$1.2 m enhancements to baseline

Baseline Adjustments
($1.6 million)

- Retirement Fund ($808,000)
- Health Benefit Plan Costs ($644,000)
- Unemployment Insurance ($76,000)
- Annualized Costs ($67,000)
- Substitutions ($39,000)

- Non-discretionary & non-negotiable

New Funding Requests
($1.244 million)

- Books/Collection ($545,000)
- Technology equipment/infrastructure ($370,000)
- Services/Staffing ($168,000)
  - User-placed reserves
  - Delivery Services
  - Temp Help -APL
- Audio-Video equipment ($44,000)
- Elevator Maintenance/Deferred Maint. ($70,000)
- Program materials/supplies ($13,000)
- Roof Inspection Program ($23,000)
- Table repair ($10,000)

Capital Improvements

($31.722 million)

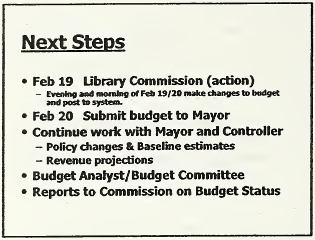
- **Branch Library Improvement Bond Program** ($29 million)
- **Main Library POE Improvement Program** ($2.352 million)
- **Deferred Maintenance Program** ($370,000)

RFID

- **Funds not included in proposed budget**
- **Request set-aside in reserve pending outcome of public forum (March 4, 2004)**
- **Include funds ($580,000) in budget request from LPF reserve if following public forum, Commission determines RFID is in the best interest of the Library and community.**
- **Long-term commitment – phased in over five years at cost of $3.296 million.**

LPF Reserve

$2.249	**Current balance available**
-$1.022	**Capital Improvements**
$1.227	**Balance**
-$0.580	**RFID**
$0.647	**Balance**
$0.427	**CY Revenue Increase**
$0.360	**CY Expenditure savings**
$1.434	**Projected Balance (7/1/04)**



Next Steps

- **Feb 19 Library Commission (action)**
  - Evening and morning of Feb 19/20 make changes to budget and post to system.
- **Feb 20 Submit budget to Mayor**
- **Continue work with Mayor and Controller**
  - Policy changes & Baseline estimates
  - Revenue projections
- **Budget Analyst/Budget Committee**
- **Reports to Commission on Budget Status**

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

January 29, 2004

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George Nichols, Finance Director

RE: 2004-05 Proposed Budget

On February 5, 2004 I will present to the Commission, the Library's budget proposal for Fiscal Year 2004-05. Although presented as a discussion item, City Departments are required to submit their final budgets to the Mayor by February 20, 2004. Consequently, final action on the budget must be taken by the Commission during its meeting on February 19, 2004. The attached report describes the Library Administration's proposed budget for 2004-05.

The proposed budget is a balanced budget that fully funds existing programs and services and meets the Library's most critical needs. It is balanced with revenue estimates provided by the City Controller; utilizes revenue balances available for appropriation from the Library Improvement Fund and the Library Preservation Fund; and anticipates the sale of GO bonds to support the Branch Library Improvement Bond Program.

In many respects the proposed budget is a budget of opportunity. While most City Departments are preparing for possible service and workforce reductions to accommodate a 15 percent cut in funding that is directly related to anticipated cuts in State spending, the Library's proposed budget not only supports all existing services, programs, and staff; it also puts forward several key initiatives that the Library Administration believes will improve public service and increase operational efficiency.

The proposed budget fully funds baseline programs and services; increases the collection budget by $545,500 (including a permanent base increase of $207,000); provides funds for needed equipment and additional public service staff; increases spending on deferred maintenance; and, provides additional appropriations for the Main Library POE Program and Branch Library Improvement Bond Program. Of note, the proposed budget once again does not rely on General Fund subsidies beyond amounts required by Charter Section 16.109.

The proposed budget for 2004-05 is by far the most complex budget that I've prepared and coordinated over the last five years. In my report, I've tried to lay out both revenue and expenditure changes as clearly and concisely as possible. There is a lot for you to consider. As you review the attached material, please call me at (415) 557-4248 if you have questions or need clarification.

Attachments

cc: Paul Underwood, Deputy City Librarian

San Francisco Public Library
Report on 2004-05 Proposed Budget

Strategic Planning

Over the last five years, Library Administration has made budget allocation decisions based on available revenue, community need, and public services. The Library focused its efforts on 1) improving public service; 2) maintaining its infrastructure; and 3) increasing expenditures for the collection. Funding priorities and allocation decisions were established consistent with these three broad objectives. Although successful in meeting these objectives through its annual budgets,[1] priority setting and allocation decisions were not fully integrated with a strategic planning process.

With the recent approval by the Commission of the Library's Strategic Plan 2003-2006, the allocation decisions reflected in the proposed budget are now fully integrated with the Library's strategic planning process. The program enhancements included in the proposed budget are directly driven by the Strategic Plan. As overall need exceeds available resources, the Strategic Plan provides a valuable framework for assessing and prioritizing the funding requests included in the proposed budget. **Attachment A** summarizes the funding requests submitted, their nexus to the Strategic Plan, and the requests included in the proposed budget.

Library Revenue

Public library services and operations are funded primarily by revenue allocations required by Charter Section 16.109. Proposition E approved by the voters in 1994 and codified as City Charter Section 16.109, created the Library Preservation Fund (LPF) and entitlement funding for Library services. The Charter requires an annual allocation of property tax dollars to the LPF in an amount equal to 2½ cents for every $100 of assessed property valuation in the City; and an allocation from discretionary General Funds in an amount equal to the percentage of General Fund allocated to the Library in 1992-93 (approximately 2%). For 2004-05 the Controller estimates[2] allocations of $55.671 million from these sources – $23.531 in property taxes and $32.140 million from the General Fund. This is an increase of $453,000 and $1.083 million in property tax[3] and General Fund[4], respectively. Approximately 98% of the Library's services and programs are funded by these sources.

In addition to required allocations of property tax and General Fund, Library services and operations are also funded by other revenue sources. In 2004-05, the Library anticipates receiving $330,000 from the Fuhrman Trust Fund[5]; $337,000 from miscellaneous revenue sources[6]; $64,000 from a State LSTA grant for Project Read;

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[1] Through the annual budget, the Library has implemented the Millennium Integrated Library System, expanded services to children and teens, increased staffing for Branch Libraries, fully integrated Project Read as a City funded literacy program, expanded Internet and WAN connections to all Library facilities; increased spending for Deferred Maintenance Program, established the Main Library POE Program; implemented the Branch Library Improvement Bond Program; and increased baseline spending for the collection by $1.7 million or 45% since 1998-99.

[2] Revenue estimates per Controller's revenue staff; and, as reported in BPREP, the City's automated budget system.

[3] State Budget proposes taking $1.3 billion statewide from local property taxes and shifting them to support K-12. The Controller has indicated that this will not impact Library allocations of property tax as the funding requirement is based on "assessed valuation" and not on net receipts available for allocation.

[4] The General Fund allocation consists of Departmental revenue (Library fines, fees, etc.), State subventions (Public Library Fund and Interlibrary and Direct Loan Program reimbursements), and discretionary General Fund. With regard to the State Public Library Fund, 2004-05 allocations are currently assumed to remain the same as 2003-04 (approximately $351,000).

[5] Bequest established in the 1940's. Revenue from oil lease royalties, grazing leases, and interest provide ongoing source of revenue to purchase books and materials on economics and political science for the Library's collection.

and $53,286 from the Friends & Foundation of the San Francisco Public Library to support the Hormel Center. Total operating revenue in 2004-05 is estimated at $56.455 million.

To support its Capital Improvement Program, the Library will use library-specific revenue. To support the Branch Library Improvement Program, the Library proposes to sell an additional $29 million in Branch Library Improvement GO Bonds during the first half of 2004-05. This will be the 3rd sale conducted since Proposition A was passed in November 2000. Previous sales and appropriations for the Branch Library Improvement Bond Program total $40.965 million. To support Main Library POE work, the Library proposes appropriations of $2.352 million – $1.451 million from the Library Improvement Fund (LIF)[7] and $901,000 from the LPF reserve[8]. The $2.352 million augments $4.4 million in LIF and LPF dollars previously appropriated for POE related projects. To support its Deferred Maintenance Program, the Library will use $121,000 from LPF reserves and $249,000 from LPF operating funds.

Revenue and revenue changes are summarized in the following table.

Revenue Source	2003-04 Budgeted	Change	2004-05 Projected
General Fund (Baseline)	$ 31,057,209	$ 1,082,797	$ 32,140,006
Library Preservation Fund (Property Tax)	$ 23,078,000	$ 453,000	$ 23,531,000
Miscellaneous Revenue	$ 336,000	$ 1,000	$ 337,000
Fuhrman Trust Fund	$ 330,000	$ -	$ 330,000
State Grants	$ 61,381	$ 2,619	$ 64,000
Private Gifts	$ 77,479	$ (24,193)	$ 53,286
Sale of Land	$ 1,287,000	$ (1,287,000)	$ -
LPF - Fund Balance	$ 654,771	$ 367,963	$ 1,022,734
Library Improvement Fund (POE)	$ -	$ 1,450,656	$ 1,450,656
Proceeds from Sale of Bonds	$ -	$ 29,000,000	$ 29,000,000
Total	$ 56,881,840	$ 31,046,842	$ 87,928,682

Library Preservation Fund Reserve

Over the last five years, the Library has used unappropriated balances or reserves in the Library Preservation Fund to buy equipment, to support its Deferred Maintenance Program, and to fund one-time special repair projects, studies, and programs. It has been the Administration's policy to use reserve funds for one-time purposes and not for ongoing or permanent programs or staff. The amount available for appropriation from the reserve fluctuates from year to year depending on allocations or expenditures budgeted from the reserve; on mid-year and year-end revenue adjustments made by the Controller[9]; and, on year-end budgetary savings a portion of which are credited back to the fund.

It is Commission policy to maintain a prudent reserve of 3% to 5% of revenue allocations made pursuant to the Charter requirement. Maintaining a prudent reserve is both good business policy and practice particularly in times of economic difficulty as it provides a hedge in the event revenue allocations decline and minimizes impacts to public service. A prudent reserve also provides a source to make major service improvements such as the acquisition of the Millennium Integrated Library System; and a source for major renovation projects such as the POE work at the Main. From a planning perspective, this is critical given the lack of General Fund support beyond the amount required by the Charter.

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[6] Includes interest earnings credited to the LPF and property tax abatements credited by the State.

[7] The Library Improvement Fund (LIF) was established in 1988 after passage of Proposition A, a bond measure that authorized the sale of GO bonds to build the new Main Library. The $1.4 million represents unappropriated interest and settlement fees remaining in the fund.

[8] The LPF reserve as of 1/26/04 has a balance available for appropriation of $2.2 million.

[9] The Controller over the course of the year recalculates allocations required by Charter Section 16.109 based on revised projections and actual revenue (property tax assessments and discretionary General Fund). Under-allocations of required revenue are credited to the LPF if not appropriated through a Supplemental Funding Request. Over-allocations resulting from a drop in revenue or assessments are taken, if needed, from the reserve to balance with Library expenditures.

In 2003-04, the Board of Supervisors (BoS) appropriated funds from the reserve to meet policy objectives that, while beneficial for the City overall, were not priorities of the Library or the Library Commission. Given the Library's needs and proposed budget for 2004-05, the appropriation from reserves made by the BoS has diminished the Library's ability to both implement programs it believes are critical; and, to maintain a reserve that is prudent. Consequently, the Library's proposed budget will require appropriation of LPF reserve funds that, based on a current balance of $2,248,572 will leave a balance of $622,000 (1.1%) if all of the Library's proposals are funded.

2004-05 Proposed Budget

Budget Overview

The proposed FY 2004-05 budget totals $87.929 million and is balanced with projected and anticipated revenue. The budget includes $56.207 million for operations and services (Operating Budget); and, $31.722 million for capital improvements (Capital Improvement Budget). Capital improvements include $29 million for the Branch Library Improvement Program; $2.352 million for Main Library POE[10] improvements including renovation of space vacated by the move of Technical Services from the first floor of the Main to the Support Services Center at 190-9th Street[11]; and $370,000 to support the Deferred Maintenance Program. The proposed budget is $31.046 million greater than the current year budget with growth due primarily to additional appropriations for capital improvements (i.e., bond sale). The proposed budget reflects an increase of $1.730 million for operations and services; and an increase of $30.603 million for capital improvements. Budget increases are offset by a reduction of $1.287 million budgeted in 2003-04 as a transfer of funds from the Branch Bond Program to the San Francisco Unified School District for purchase of land for the Portola Branch Library. Budget changes are summarized on **Attachment B.**

Operating Budget

The Library's operating budget contains the funds necessary to support its non-capital services and programs. It provides funding for direct public services and indirect services that support the Library's public service mission. The operating budget includes funds for staff; collections; program materials and supplies; equipment; equipment and building maintenance, service, and repair; consultant and professional services, services provided by other City Departments; training; and other expenditures necessary to support public programming and services. The operating budget supports: a) baseline programs and services; and, b) enhancements to baseline programs. Enhancements to baseline programs are funded after ensuring that baseline programs are funded and if Library specific revenues are available to support them.

The **baseline** component of the operating budget represents the resources necessary to continue providing the same level of service and programming provided in the current fiscal year (2003-04). It assumes that these services and programs will continue into the budget year (2004-05). The baseline also includes funding necessary to ensure that existing services and programs remain fully funded. Baseline adjustments include funds to cover changes in employee compensation including increases in the cost of fringe benefits, COLAs for contracted maintenance services, and the annualized cost of employee compensation or services only partially funded in the current year. Growth in baseline costs are offset by budgetary savings from one-time cost items such as equipment and one-time projects or activities budgeted in the prior year. **Enhancements** to the baseline operating budget are funding initiatives that increase, expand, or improve baseline services and programs; add new services or programs; or, provide one-time funding to purchase new or replacement equipment, conduct special studies, or implement one-time projects or programs.

The proposed operating budget for 2004-05 totals $56.207 million – an increase of $1.730 million or 3.2% over the previous year. The operating budget increase includes $1.599 million in baseline growth offset by $1.113 million in one-time reductions; and $1.244 million in enhancements or augmentations to the baseline.

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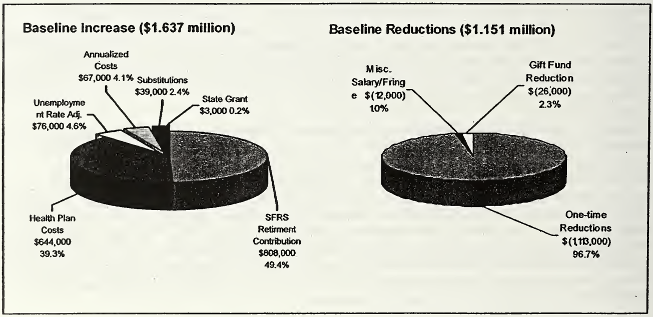
[10] Post Occupancy Evaluation report completed in January 2000.

[11] Move is planned for August and September 2004.

Baseline budget adjustments include:

- Increase of $808,027 for the Library's share of cost or contribution to the San Francisco Retirement Trust Fund. The contribution to the retirement fund is based on actuarial and fiscal analysis conducted by the Retirement System that shows contributions from the General Fund and special funds are necessary to ensure that the Retirement fund remains solvent and able to meet its obligations.
- Increase of $644,012 to cover increases in the cost of employee health benefit plans. This represents a 15% increase in plan costs.[12]
- Increase of $76,278 to cover increases in unemployment insurance rates.
- Increase of $66,964 to annualize the Librarian II position for the Mission Bay Branch Library which was budgeted at 0.25 FTE (start date of April 1, 2004) in FY 2003-04.
- Increase of $39,444 for reclassifications that occurred in 2003-04.
- Increase of $2,619 in State Grant for Project Read.
- Reduction of $11,570 for miscellaneous salary adjustments in 2004-05.
- Reduction of $1,112,808 reduction for one-time cost items budgeted in 2003-04. One-time cost adjustments are summarized on **Attachment C.**
- Reduction of $26,409 in gift funds from the Friends & Foundation of SFPL.
- Net increase of $486,587 to the baseline budget. Baseline budget adjustments are described below.



New spending initiatives (enhancements) include:

- Increase of $545,500 for the collection budget. This includes a permanent baseline increase of $207,000 (4%) to the collection budget; $266,000 for opening day collections in the Branch System; $57,500 to

purchase books for the second BLIP bookmobile which is expected to be operational in the Fall of 2004; and, $15,000 to buy additional collection materials for the first BLIP bookmobile which is now operational.

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[12] The 15% is an estimate provided by the Mayor's Office. Actual rate adjustments will not be known until March/April. The budget assumes a 15% increase however, the Mayor's Office has indicated that rates could be adjusted by as much as 20%. An additional 5% increase would cost $215,000.

- $310,000 for scheduled replacement of public service and staff PCs and workstations; enhancements to the online system; and purchase of remote access software to facilitate updating of SFPL web pages. Funds will provide needed PC equipment for staff and public by refreshing old equipment and supplying additional equipment where needed; and, ensure continuous, uninterrupted operability of the library's network.

- $60,000 for enhancements to the Millennium Integrated Library System. This includes adding modules and products to facilitate and expand services to the public and provide necessary training and resources to enable staff to provide those services. Includes InnReach Link+ which will allow the Library to participate in resource-sharing with other Millennium libraries in the Bay Area region by enabling users to access, request and borrow materials from a combined catalog of participating libraries ($26,000); Floating collections will enable the Library's large print collection (and other designated collections) to travel from one location to another ($9,000); adding additional SIP2 licenses for each self-check machine (it is expected one machine will be added in FY04/05 at a cost of $2,500 + 15% maintenance); upgrading Telephone Renewal System Software from 4 to 8 lines ($8500); and Custom programming and specialized training optimize system services and provide staff with the necessary skills and knowledge to fully use the system ($14,000).

- $47,202 for four 15 hour/week Library Page positions (1.13 FTE) for the Branch Library system to process reserves which have increased significantly since "free" user-placed reserves were implemented.

- $97,701 for a full-time Delivery Truck Driver ($48,701) and delivery truck ($49,000) for Delivery Services. The proposed increase is consistent with recommendations made in a study of the Library's delivery system. The study found that existing vehicles (3) and staffing (3) are insufficient to meet the increasing volume of items handled and transported between the 26 Branch Libraries and the Main Library; and the public's demand for more timely processing of materials. The library estimates that it transports 2 million items annually between locations and the additional driver and vehicle are needed to meet this need.

- $23,423 for temporary help in the Public Affairs Office for a part-time as needed Public Information Officer to assist with publication of "At the Public Library".

- $44,000 to upgrade and replace audio-visual equipment. Includes replacing CRT/video data projector with a DLP projector, upgrading computer/projector interface components and reprogramming A/V system remote control to operate the projector and DVD player in the Children's Center ($17,500); purchase of two Power Mac 5 workstations to support graphic design work such as signage; program and event announcements and brochures; public notices and announcements; and reports ($4,500); upgrading and replacing video production equipment (replacing Hi-8 format video camcorder with DV cam format video camcorder ($4,000) and upgrading video editing equipment hardware and software ($10,000); and purchasing a XGA portable video/data projector and travel case for branch programming and staff/public training in the branches ($8,000).

- $70,000 for a work order with the Bureau of Building Repair, Department of Public Works for elevator maintenance and repair services. BBR, DPW manages the City-wide elevator service contract and passes costs back to City departments. BBR has used funds budgeted for routine maintenance and repair projects work ordered to them to cover the Library's share of contract costs. The Library's costs for elevator maintenance increased from $25,000 to $70,000 annually with the expiration of warranties for the seven elevators in the Main Library in 2001-02. The budget has not been augmented to cover this cost. Using funds budgeted for maintenance and repair to support the contract has reduced deferred maintenance funds by 24% resulting in less maintenance and repair of Library facilities. Augmenting the budget specifically to cover this cost will enable the Library to better maintain its facilities.

- $5,000 for materials and supplies for the Library's Human Resources Recruitment Program. This program supports the Library's ongoing effort to recruit the most qualified candidates for Librarian vacancies. The Library actively recruits at professional conferences sponsored by the American Library Association, the

Public Library Association, and the California Library Association. Funding would provide for retnal of booth and table space at conferences, to purchase recruitment supplies, and to pay for delivery and mailing of recruitment materials and displays to conferences.

- $8,000 for materials and supplies. Funds are needed by Children and Youth Services Program to provide bibliographies and service brochures for children and teens. Funds will be used to increase the volume of outreach materials available for placement at Branch Libraries; and for distribution to schools, community groups, community fairs, parent-teacher groups, and youth serving agencies like the YMCA, Boys and Girls Club, daycare centers and pre-schools. Materials are also distributed to universities and colleges who use the bibliographies and brochures in their curriculum.

- $23,000 to implement a Facilities Roof Inspection Program. Funding would provide a program of biannual inspection of roofs at all Library facilities. Biannual inspections would provide early warning of potential problems, facilitate minor repairs before they grow into serious repairs, and facilitate budget and program planning.

- $10,000 to repair, re-finish and repair reading tables in Library facilities that are vandalized or damaged by graffiti and heavy use.

Capital Improvement Budget

The Library's proposed Capital Improvement Budget for 2004-05 includes funding to support three programs – the Branch Library Improvement Bond Program ($29 million), Main Library POE Program ($2.352 million), and the Library's Deferred Maintenance Program ($370,000). The proposed Capital Improvement Budget totals $31.722 million and is funded by proposed appropriations of Branch Library Improvement Bonds ($29 million), Library Improvement Funds[13] ($1.451 million), LPF reserves ($1.022 million), and LPF baseline revenue ($249,000). Proposed projects and funding sources include:

- ***Branch Library Improvement Bond Program.*** The program is in its third year of operation. To date $40.965 million in GO bonds have been sold and appropriated. To cover program expenditures and ensure adequate cash flow through the first half of FY 2005-06, the Library is proposing the sale of an additional $29 million in FY 2004-05. Of the $40.965 million already sold and appropriated, $17.749 million was spent or encumbered through January 2004. Based on the current expenditure plan for the Program, the $40.965 million sold and appropriated will be fully obligated by the end of the first quarter of next fiscal year and the program will experience cash flow problems without the additional sale. To date, all site acquisitions have been completed; Phase I and II projects are in design with several in construction by the start of next fiscal year; and, Phase III projects will be in design. Funds must be in place prior to bidding and awarding contracts for design and construction and the additional sale and appropriation are needed to keep the program on track.

- ***Main Library POE Program*** The program was established to address the most egregious building deficiencies identified in the Post Occupancy Evaluation of the Main Library that was completed in January 2000. To date, $4.4 million has been appropriated for Phase I and Phase II projects. Phase I projects funded by $1.1 million from the Library Preservation Fund and $500,000 from the Library Improvement Fund have been completed. Phase II projects which included new signage, construction of a second floor bridge to connect the Larkin and Fulton Street entrances to the Children's Center, and redesign and reconfiguration of existing first floor public service areas are funded by a $2.8 million appropriation from the Library Improvement Fund.

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[13] Unappropriated balances remaining in the Library Improvement Fund (LIF). Fund balance consists of interest earnings and settlement funds.

Of the $2.8 million appropriated for Phase II projects, $416,000 is budgeted for fabrication of a new signage system[14]; $577,000 was redirected from the 2nd floor bridge project[15] to construct a loading dock and renovate the first floor area adjacent to the loading dock at the Support Services Center[16]; and $1.8 million was budgeted for renovation of first floor public service areas. Of the $1.8 million budgeted for 1st floor renovations, $436,000 was recovered by the City in 2002-03 as an overhead charge to offset the cost of indirect services funded by the General Fund in support of bond funded programs. The unanticipated recovery was taken years after funds were initially appropriated leaving only $1.3 million to complete planned improvements to the first floor. With the move of Technical Services from their current space on the first floor to the Support Services Center, an additional 18,000 square feet will be opened up for public use.

The Library proposes to combine both projects – redesign of existing public service space and redesign of space vacated by Technical Services – into a single project that will be completed in phases to minimize disruptions to service and operations. DPW estimates the cost of renovating the first floor at $3.072 million. This includes renovating existing public service space and space currently occupied by Technical Services ($2.722 million); and, the public restrooms ($350,000). See **Attachment D** for project estimate.

An integral part of the first floor renovation project is the purchase and installation of an automated sorting system which is the most efficient method for handling returns in Borrower Services. Tech Logic, the manufacturer and installer of automated sorting systems, estimates the cost of the system at $1.210 million. The Library plans to implement the system in two phases. The first phase involving the purchase and installation of a conveyor run from the express book drops to the main sorting area, a barcode reading machine, re-sensitizing tunnel sizing/squaring machine, three loaders, and an eight-bin sorting section will be funded in 2004-05 at a cost of $666,750 including freight, training, warranty, and taxes. The second phase which includes the purchase of a RFID reading machine, binding detector, and book trucks, and bins will be funded in 2005-06 at a cost of $543,025.

In 2004-05, the Library proposes funding renovation of first floor space including the restrooms with $1.386 million from the Library Improvement Fund previously appropriated and available; $1.451 million from unappropriated balances available in the Library Improvement Fund; and $235,000 from Library Preservation Fund reserves. Regarding funding for the automated sorting system, the Library proposes appropriation of an additional $666,750 from Library Preservation Fund reserves for Phase I of the project. Project costs are summarized on **Attachment E.**

- *Deferred Maintenance Program.* This program provides for both routine maintenance of Library facilities and one-time special repair projects that occur annually. The program has a baseline budget of $184,000 which is work ordered to the Bureau of Building Repair, DPW. The baseline program is augmented annually to cover maintenance and repairs that exceed the baseline budget and for one-time special repair projects that occur annually. Given the age and condition of many of the Library's facilities, ongoing maintenance is essential for protecting public safety and providing comfortable and inviting environments in which to visit and work.

  Maintaining facilities in good repair is a proven and cost-effective alternative to more expensive repairs that result from neglect. Routine projects performed annually include maintenance and repair of electrical, plumbing, HVAC, and security systems; repair or replacement of doors, windows, interior and exterior walls, foundations, walkways, and roofs; interior and exterior painting, and replacement of worn carpet and flooring. With 28 facilities – 27 of which are public facilities – maintaining them in good repair is mission critical.

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[14] Design completed. Contract awarded to LC General Engineering & Construction who will sub fabrication work to Priority Architectural Graphics. Anticipate final plans/drawings by 3/1/04, fabrication completed by 5/31/04, and installation by 8/31/04.

[15] Due to design issues, security issues for the Children's Center, and cost issues related to increased staffing necessary to manage the Larkin and Fulton Street entrances, CIAC was notified that this project would not be done and that funds would be redirected to the Support Services Center project.

[16] Construction bids received and contract awarded to Kin Wo Construction.

The proposed budget augments the base budget of $184,000 by $370,000. The funding increase includes $200,000 for routine maintenance and repair projects; and, $170,000 for two special repair projects – $110,000 to clean exterior and interior windows and exterior metal work at the Main Library and $60,000 to repair and renovate the front stairs at the Park Branch Library. The Deferred Maintenance Program is funded by $249,000 from LPF baseline revenue allocated per the Charter and $121,000 from LPF reserves.

Radio Frequency Identification System (RFID)

Not included in the proposed budget at this time are funds needed to initiate the implementation of RFID technology. As previously reported, RFID is fast becoming the industry standard for managing Library collections and inventories. When first discussed with the Commission, issues regarding privacy were raised by members of the community and the Commission directed staff to hold a public forum in which these issues could be debated and discussed. The public forum was viewed as necessary for informed decision-making and as a prerequisite for action by the Commission. A public forum to be held on March 4, 2004 during the Commission's regularly scheduled meeting is now being planned.

Library Administration considers the community's concerns to be serious, however it believes that RFID can be a benign technology that will significantly improve management of the Library's collections if implemented and managed in an appropriate and sensitive way. RFID is critical for improving collection management and the decision on whether or not to fund it has significant impact on planning of renovations at the Main Library; and the renovation and construction of Branch Libraries under the Branch Library Improvement Bond Program.

Although funds are not currently included in the Library's proposed 2004-05 budget, Library Administration recommends that the Commission consider action to set-aside reserves in the Library Preservation Fund pending the outcome of the public forum and discussion and action by the Commission. Moreover, it recommends that the Commission consider action to authorize the Library Administration to add funds for RFID from the Library Preservation Fund reserve to the proposed budget if following the public forum, the Commission determines RFID to be in the best interests of both the Library and the community; and, prior to the Mayor's submittal of the budget to the Board of Supervisors.

If approved the Library would implement RFID system-wide over a five year period beginning in 2004-05. Phase I costs are estimated at $580,000 and are detailed on **Attachment F.**

Next Steps

The deadline for submitting the budget to the Mayor is February 20, 2004. Consequently, the Commission must take action on the budget during its February 19, 2004 meeting. Once the budget is submitted we will work with the Mayor's budget staff on refining estimates (i.e., Health Benefit Plan cost increases, work order charges, etc.) and coordinating adjustments to the budget that the Mayor, in his discretion may make. We will also continue to work with the Controller's staff on revenue projections; and with the Office of Public Finance on scheduling the Branch Bond sale.

The proposed budget is based on current revenue projections and current policy direction provided by the Controller and the Mayor, respectively. The budget may have to be adjusted up or down based on policy decisions made by the Mayor and/or revisions in the Controller's revenue calculations. The Mayor is required to submit his budget to the BoS by June 1st. However, the Mayor could decide or be compelled to release the budget sooner. Over the next few months, staff will report back to the Commission on policy developments and changes to the budget that may occur.

1/29/2004

Public Library
2004-05 Proposed Budget
Proposed Budget Initiatives

Attachment A

	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget
FUNDED									
1	IRMO	General Information; Current Topics & Titles; Lifelong Learning	Goals 3; 11; 15	Collection Budget Augmentation. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.			$ 545,500	$ -	$ 545,500
2	Automation	General Information; Lifelong Learning	Goals 4; 12.1.1	Technical Refreshment			$ 310,000	$ -	$ 310,000
3	Automation	General Information; Lifelong Learning; Current Topics & Titles	Goals 3.2.1; 4.2.1; 11.1;14.2.1; 15.2; 16.2	III Millennium Enhancements (One-time funding)			$ 60,000	$ -	$ 60,000
4	Branch		15.2; 17.1	Staffing for reserve processing (4.0 page positions)	1.13	Library Page	$ 47,202	$ -	$ 47,202
6	Operations	General Information; Current Topics & Titles	Goal 2.4; 15	Delivery Truck Driver	0.75		$ 48,701	$ -	$ 48,701
6	Operations	General Information; Current Topics & Titles	Goal 2.4; 15	Delivery Truck (One-time)			$ 49,000	$ -	$ 49,000
7	Public Affairs	General Information; Current Topics & Titles; Lifelong Learning	Goals 1.1.1; 2.1-3; 14.1.1; 6	Temporary Help (.46 PIO)	0.46	PIO	$ 23,423	$ -	$ 23,423
8	Public Affairs	General Information; Lifelong Learning	Goals 1.1.1; 4; 6	Audio-Visual Equipment: Includes upgrading video production equipment ($14,000); graphic design workstations ($4,500); Children's Center A/V systems including projector, DVD player, computer interface and controls. Also includes puchase of portable XGA video/data projector for Branch programming (One-time funding).			$ 44,000		$ 44,000
9	Operations	General Information	Goals 5.2; 5.3	Elevator Maintenance Services (DPW - BBR workorder)			$ 70,000	$ -	$ 70,000
10	HR			Materials & supplies for recruitment. Includes funds for material & supplies ($2,000) and mailing & delivery services in support of recruitment activities ($3,000).			$ 5,000	$ -	$ 5,000
11	OCYS	General Information; Lifelong Learning	Goals 1; 2; 10.1	Children & Teen bibliographies and brochures			$ 8,000	$ -	$ 8,000
12	Operations	General Information	Goals 5.2; 5.3	Roof Inspection Prog. (Biannual inspections)			$ 23,000	$ -	$ 23,000
13	Operations	General Information	Goals 5.2; 5.3	Refinish vandalized wooden tables	0.00		$ 10,000	$ -	$ 10,000
				TOTAL OPERATING BUDGET	2.34		$ 1,243,826	$ -	$ 1,243,826
1	Branch			Bond Sale and Appropriation			$ -	$ 29,000,000	$ 29,000,000
2	Main – Capital			Construction - POE Phase II(A)(B) - including restrooms on 1st floor			$ -	$ 1,685,331	$ 1,685,331
2	Main – Capital			Equipment - Automated Materials Sorting System (Phase I).			$ -	$ 666,750	$ 666,750
5	Operations			Deferred Maintenance Program			$ -	$ 200,000	$ 200,000
3	Operations			DMP: Main Library Exterior and window cleaning (One-time)			$ -	$ 110,000	$ 110,000
4	Operations			DMP: Park Branch - Repair/renovate front stairs (One-time)	0.00		$ -	$ 60,000	$ 60,000
				TOTAL CAPITAL IMPROVEMENTS BUDGET	0.00		$ -	$ 31,722,081	$ 31,722,081
				TOTAL PROPOSED	2.34		$ 1,243,826	$ 31,722,081	$ 32,965,907
SOURCES				Library Preservation Fund (LPF)			$ 1,243,826	$ 241,691	$ 1,485,517
				LPF Reserve			$ -	$ 1,029,734	$ 1,029,734
				Library Improvement Fund (LIF)			$ -	$ 1,450,656	$ 1,450,656
				Branch Library Improvement Bonds			$ -	$ 29,000,000	$ 29,000,000
				TOTAL SOURCES			$ 1,243,826	$ 31,722,081	$ 32,965,907

1/29/2004

Public Library
2004-05 Proposed Budget
Proposed Budget Initiatives

Attachment A

#	Division	Strategic Plan Service Repsonse	Strategic Plan Goal(s)	PROPOSALS	FTE	Class	Operating Budget	Capital Budget	Total Budget

NOT FUNDED

1	Main – Capital			Equipment - Automated Sorting Machine (Phase II)				$ 543,025	$ 543,025
2	Operations			Brooks Hall Lighting Upgrade Phase I				$ 500,000	$ 500,000
3	OCYS			Teen Librarians (1.0 position)	0.75	Lib I	$ 55,307	$ -	$ 55,307
4	Main			Community history collections & digitizing neighborhood photographs (0.38 position)	0.28	Lib I	$ 31,653	$ -	$ 31,653
5	Main			Enhance Affinity Centers (0.38 position)	0.28	Lib I	$ 27,653	$ -	$ 27,653
6	Branch			Staffing for Branch Libraries (4.0 Lib Asst. I)	3.00	Lib Asst. I	$ 161,545	$ -	$ 161,545
7	Public Affairs			Graphic Designer (0.5 Graphic Designer)	0.38	Graphic Dsgnr.	$ 20,950	$ -	$ 20,950
8	Public Affairs			Curator (0.5 position)	0.38	Curator	$ 25,521	$ -	$ 25,521
9	Operations			Exterior Painting - Various				$ 100,000	$ 100,000
10	Operations			Main Library Pigeon Proofing				$ 75,000	$ 75,000
11	Operations			Repaint Children's Center - Main Library	0.00		$ -	$ 25,000	$ 25,000
					5.06		$ 322,629	$ 1,243,025	$ 1,565,654

HIGH PRIORITY: ADD TO BUDGET AFTER PUBLIC HEARING, DISCUSSION, & APPROVAL BY THE COMMISSION

1	Main			RFID (Phase I)			$ 580,182	$ -	$ 580,182

TOTAL REQUESTED	7.40	$ 2,146,637	$ 32,965,106	$ 35,111,743

1/29/2004

Public Library
2004-05 Proposed Budget
Budget Changes by Source

Attachment B

		Operations	Capital	Other	Total
SUMMARY					
2003-04	**Annual Appropriation Ordinance**	$ 54,476,188	$ 1,118,652	$ 1,287,000	$ 56,881,840
	Baseline Changes	$ 486,587	$ (1,118,652)	$ (1,287,000)	$ (1,919,065)
	Policy Changes	$ 1,243,826	$ 31,722,081	$ -	$ 32,965,907
2004-05	**Proposed Budget**	$ 56,206,601	$ 31,722,081	$ -	$ 87,928,682
	Change	$ 1,730,413	$ 30,603,429	$ (1,287,000)	$ 31,046,842
DETAIL					
2003-04	**Annual Appropriation Ordinance**	$ 54,476,188	$ 1,118,652	$ 1,287,000	$ 56,881,840
	Baseline Adjustments				
	One-time Cost Adjustments	$ (1,112,808)	$ (1,118,652)	$ (1,287,000)	$ (3,518,460)
	State Grant Increase	$ 2,619			$ 2,619
	Gift Fund Reduction	$ (26,409)			$ (26,409)
	Misc. Salary & Fringe Adj.	$ (11,570)			$ (11,570)
	Annualized Costs	$ 66,994			$ 66,994
	Retirement Contribution SFRS	$ 808,027			$ 808,027
	Unemployement Insurance Increase	$ 76,278			$ 76,278
	Employee Health Plan Cost Increases	***$ 644,012***			***$ 644,012***
	Substitutions (Relcassifications)	$ 39,444			$ 39,444
	Total, Baseline Adjustments	$ 486,587	$ (1,118,652)	$ (1,287,000)	$ (1,919,065)
2004-05	**Adjusted Baseline Budget**	$ 54,962,775	$ -	$ -	$ 54,962,775
	Policy Adjustments				
	1 Collection Budget Augmentation. Includes $207,000 (4% on base of $5,176,055); $57,500 for BLIP Bookmobile #2; $15,000 BLIP Bookmobile #1; and $266,000 for opening day collections.	$ 545,500			$ 545,500
	2 Technology Refreshement	$ 310,000			$ 310,000
	3 III Millennium Enhancements	$ 60,000			$ 60,000
	4 Staffing for reserve processing (4.0 page positions)	$ 47,202			$ 47,202
	5 Deferred Maintenance Program	$ -	$ 200,000		$ 200,000
	6 Delivery Truck Driver	$ 48,701			$ 48,701
	6 Delivery Truck (CNG)	$ 49,000			$ 49,000
	7 Temporary Help (.46 PIO)	$ 23,423			$ 23,423
	8 Audio-Visual Equipment: Includes upgrading video production equipment; graphic design work stations; Children's Center A/V systems including projector, DVD player, computer interface and controls; and puchase of portable XGA video/data projector for Branch Libraries.	$ 44,000			$ 44,000
	9 Elevator Maintenance Services (DPW - BBR workorder)	$ 70,000			$ 70,000
	10 Materials & supplies for recruitment (HR).	$ 5,000			$ 5,000
	11 Roof Inspection Prog. (Biannual inspections)	$ 23,000			$ 23,000
	12 Refinish vandalized wooden tables	$ 10,000			$ 10,000
	13 Children & Teen bibliographies and brochures	$ 8,000			$ 8,000
	1 Branch Library Improvement Bond Program Sale and Appropriation		$ 29,000,000		$ 29,000,000
	2 Construction - POE Phase II(A)(B) - including restrooms on 1st floor		$ 1,685,331		$ 1,685,331
	3 POE Equipment - Automated Materials Sorting System (Phase I)		$ 666,750		$ 666,750
	4 Main Library: Clean exterior and interior windows and metal-work		$ 110,000		$ 110,000
	5 Park Branch: Repair/renovate front stairs		$ 60,000		$ 60,000
	Total, Policy Adjustments	$ 1,243,826	$ 31,722,081	$ -	$ 32,965,907
	Proposed Budget	$ 56,206,601	$ 31,722,081	$ -	$ 87,928,682
	SOURCES				
	LPF & Other Operating Revenue	$ 56,206,601	$ 248,691	$ -	$ 56,455,292
	LPF Reserve	$ -	$ 1,022,734	$ -	$ 1,022,734
	Library Improvement Fund	$ -	$ 1,450,656	$ -	$ 1,450,656
	Branch Bond	$ -	$ 29,000,000	$ -	$ 29,000,000
	Total, Sources	$ 56,206,601	$ 31,722,081	$ -	$ 87,928,682

LPF Reserve Balance (1/15/04)	$ 2,248,572
Estimated Balance 7/1/04 (based on budget plan)	$ 1,225,838
LIF (3CPLILOC) CLBPL8 POE	$ 1,241,760
LIF (3CPLI88B) interest	$ 208,896
	$ 1,450,656
Estimated Balance 7/1/04 (based on budget plan)	$ -

2004-05 Proposed Budget
One-time Cost Adjustments: Detail

Division	Program	Index	Sub-Object	Description	Source	Total Amt. Budgeted	LPF Reserve	LPF (GF or Prop Tax)
Automation	EGG	415230	06000	Technology Refresh	2SLIBNPR	$ 300,000		$ 300,000
Branch	EEG	410306	06700	Branch Telephone Replacement	2SLIBCPR	$ 270,000		$ 270,000
Branch	EEG	410310	06F00	Neighborhood Library Facilities	2SLIBCPR	$ 500,000	$ 500,000	$ -
Branch	EEG	415035	06000	Express Check-out Machines (2)	2SLIBNPR	$ 55,100		$ 55,100
Childrens	FAL	415056	04976	SFUSD Library Assistance	2SLIBNPR	$ 500,000	$ 138,000	$ 362,000
Operations	EGH	410301	06F00	Facilities Maintenance Projects	2SLIBAPR	$ 200,000		$ 200,000
Operations	EGH	410301	06F00	Support Srvc Center (Loading Dock)	2SLIBCPR	$ 148,651		$ 148,651
Operations	EGH	415235	02899	One-time Security System Charge	2SLIBNPR	$ 30,000	$ 16,771	$ 13,229
Operations	EGH	415235	04999	Custodial Equipment	2SLIBNPR	$ 6,300		$ 6,300
Operations	EGH	415235	04999	Book Trucks - SSC	2SLIBNPR	$ 26,000		$ 26,000
Operations	EGH	415235	06029	Delivery Truck (#PL003N)	2SLIBNPR	$ 40,000		$ 40,000
Operations	EGH	415235	081HF	Work Order SFGH Library	2SLIBNPR	$ 150,000		$ 150,000
Public Affairs	EGF	415233	03599	Digital Camera	2SLIBNPR	$ 2,858		$ 2,858
Public Affairs	EGF	415233	03599	LCD Monitor	2SLIBNPR	$ 2,550	$ -	$ 2,550
TOTAL						$ 2,231,459	$ 654,771	$ 1,576,688

SUMMARY BY PROGRAM

	Total Amt. Budgeted	LPF Reserve	LPF (GF or Prop Tax)
Branch	$ 825,100	$ 500,000	$ 325,100
Childrens	$ 500,000	$ 138,000	$ 362,000
Operations	$ 600,951	$ 16,771	$ 584,180
Automation	$ 300,000	$ -	$ 300,000
Public Affairs	$ 5,408	$ -	$ 5,408
	$ 2,231,459	$ 654,771	$ 1,576,688

Post Occupancy Evaluation (POE) Phase II projects at the Main Library

POE Phase II projects will redesign and renovate the 1st Floor of the Main Library. The 1999 POE recommended projects that would improve public service, staff productivity and workflow and address preservation of the collection and ergonomic issues. Some of the projects are combining the check-in, check-out desks and moving them forward; moving the sorting room from the lower level to the 1st Floor; creating an automated express return center; moving the Information Desk to a more prominent position; expanding the public area by utilizing the Technical Services area for fixed shelving & user workstations; move highly used collections from the crowded 3rd Floor to the 1st; creating better lighting; purchasing AV shelving; and redesigning the staff work areas & carrels to fit tasks. More recent goals to be accomplished are related to SFPL's new Strategic Plan. These projects include creating a Teen Center and incorporating RFID technology for security and identification for the Main collections and then expanding to all 26 branches.
During the POE Phase 1 project phase several issues were discovered that were not included in the contract but need to be addressed to finish the repairs to the building. Redesign of the 1st floor restrooms has also become a priority due to the continuing heavy public use of the building.

Estimated Costs for POE Phase 2 - Parts A & B

POE Phase 2, Part A & B

$2,016,036	Construction plus 15% contingency Includes demolishing all circulation desks, building new desks for circulation and information, reconfiguring staff work areas adding new workstations & work surfaces, building a sorting area, new configuration of the elevator doors, replacing frosted glass with clear, express book drops, adding walls to Technical Services area, reconfiguring and adding new book & AV shelving, signage, rebalancing HVAC system, new floor covering.
$ 705,613	Soft costs Includes all work done by DPW & BOA (design, permits, fees, Contracts, construction management)
$350,000	Redesign & expansion of 1st Floor Restrooms
$3,071,649	TOTAL

ATTACHMENT E

Automated Material Sorting System

$1,209,775 Total cost of Automated Material Sorting System

$ 666,750 2004-05 (Year 1)

Conveyor run from express book drops to main sorting room $70,000
Barcode reading machine, re-sensitizing tunnel, sizing/squaring machine, 3 loaders/unloaders, 8 bin sorting section $470,000
Install/training/freight/warranty $80,000
Tax $46,750

$ 543,025 2005-06 (Year 2)

RFID reading machine, binding detector,
12 book truck/180 sort section.

Note: Estimate provided by Tech Logic, manufacturer and installer of automated materials sorting systems.

ATTACHMENT F

RFID Estimate Detail

Year 1 – Main (1st floor material only), Excelsior, new material & all media

$353,625	Tags - $.55 books, $1.45 media Main - $110,000 (200,000 items) Excelsior - $33,000 (60,000 items) New - $96,800 (176,000 items) Media - $113,825 (78,500 items)
$ 20,580	Labels - $.04 (955,500 items)
$ 10,000	Replicating workstations - $5,000 (2 – Tech Services & Borrower Services)
$ 81,000	Combo Stations - $9000 self charge (9 – 2 AV, 5 BS, 2 Exc)
$ 32,400	Security Gates - $5,400 (6 – 2 AV, 2 Grove, 2 Exc)
$ 7,125	Maintenance – Software $125/per station (9) 2 x yr plus telephone support - $3000/per site (2)
$ 30,000	Misc. – Freight, insurance, installation, travel & training
$ 45,452	Tax
$ 580,182	**TOTAL Year 1 (2004-05)**

Year 2

$472,155	Tags & labels for rest of Main collection, 1 replicating station for branches, Combo stations for staff/public, inventory wands, additional maintenance, Misc. charge & tax

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NOTE: Estimate provided by Tech Logic.

Branch Library Improvement Program Bookmobile

A new program of the Branch Division

Branch Bookmobile service began Tuesday, Jan 27th

Bookmobile
San Francisco Public Library

BLIP Bookmobile

- Used Bookmobile purchased from City of Sunnyvale
- Colorfully painted
- In excellent condition
- Purchase Price – $80,000
- Model Year - 1999

The bookmobiles 1st day of service in the Excelsior neighborhood at 4950 Mission Street, the Safeway parking Lot

Branch Bookmobile

The new bookmobile program will provide service to communities with branches that are closed due to renovation.

Bookmobile users can:

- Checkout all types of material; books, magazines, media & material in other languages
- Borrow & return materials
- Obtain a library card
- Reserve materials & make interlibrary loan requests

Branch Bookmobile visitors

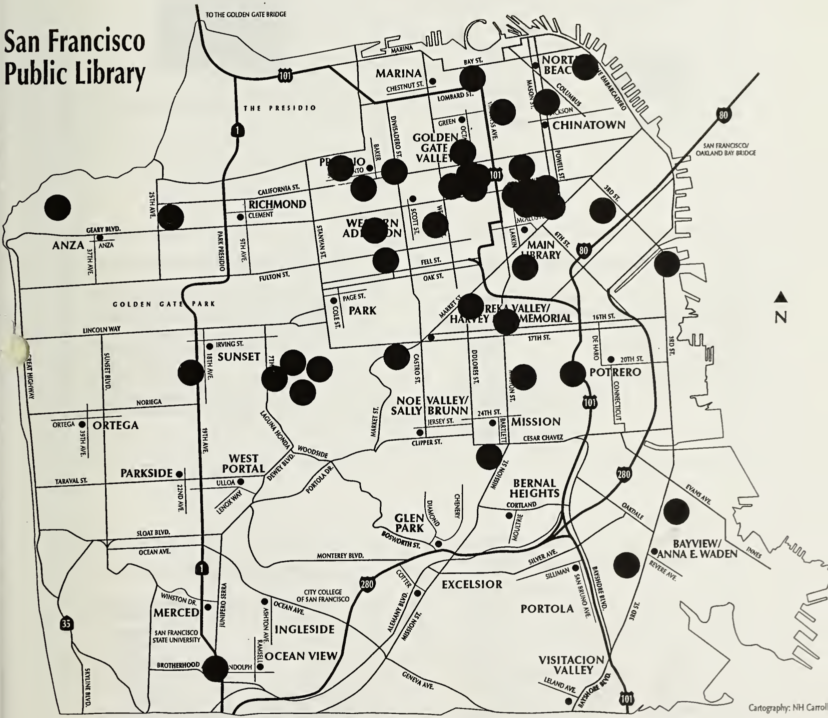
Branch Bookmobile

A 2nd bookmobile will be arriving later this year!

Branch Bookmobile

- October 2003 new bookmobile ordered
- Vendor is OBS Inc. located in Canton, Ohio
- Price - $173,443
- 28 Feet Long
- Features Wheelchair lift & Awning

San Francisco Public Library


TO THE GOLDEN GATE BRIDGE
101
THE PRESIDIO
1
MARINA
CHESTNUT ST.
LOMBARD ST.
BAY ST.
NORTH BEACH
MASON ST.
COLUMBUS
EMBARCADERO
JACKSON
CHINATOWN
80
SAN FRANCISCO/ OAKLAND BAY BRIDGE
GREEN
GOLDEN GATE VALLEY
VAN NESS AVE.
POWELL ST.
PRESIDIO
BAKER
DIVISADERO ST.
SACRAMENTO
CALIFORNIA ST.
RICHMOND
CLEMENT
25TH AVE.
GEARY BLVD.
ANZA
37TH AVE.
PARK PRESIDIO
9TH AVE.
STANYAN ST.
WESTERN ADDITION
SCOTT ST.
3RD ST.
McALLISTER
LARKIN
6TH ST.
MAIN LIBRARY
FELL ST.
OAK ST.
FULTON ST.
GOLDEN GATE PARK
PAGE ST.
COLE ST.
PARK
MARKET ST.
EUREKA VALLEY/ HARVEY MILK MEMORIAL
16TH ST.
17TH ST.
LINCOLN WAY
IRVING ST.
18TH AVE.
SUNSET
7TH AVE.
DE HARO
20TH ST.
POTRERO
3RD ST.
N
GREAT HIGHWAY
SUNSET BLVD.
CASTRO ST.
DOLORES ST.
MISSION ST.
NORIEGA
ORTEGA
39TH AVE.
NOE VALLEY/ SALLY BRUNN
JERSEY ST.
24TH ST.
BARTLETT
MISSION
CONNECTICUT
CLIPPER ST.
CESAR CHAVEZ
19TH AVE.
LAGUNA HONDA
WOODSIDE
WEST PORTAL
DEWEY BLVD.
PORTOLA DR.
PARKSIDE
TARAVAL ST.
22ND AVE.
ULLOA
LENOX WAY
BERNAL HEIGHTS
CORTLAND
280
EVANS AVE.
OAKDALE
GLEN PARK
DIAMOND
CHENERY
MOULTRIE
SLOAT BLVD.
BOSWORTH ST.
BAYVIEW/ ANNA E. WADEN
INNES
REVERE AVE.
OCEAN AVE.
MONTEREY BLVD.
SILVER AVE.
SILLIMAN
SAN BRUNO AVE.
BAYSHORE BLVD.
COTTER
EXCELSIOR
CITY COLLEGE OF SAN FRANCISCO
WINSTON DR.
MERCED
JUNIPERO SERRA
OCEAN AVE.
ALEMANY BLVD.
MISSION ST.
PORTOLA
35
ASHTON AVE.
INGLESIDE
SAN FRANCISCO STATE UNIVERSITY
RAMSELL
OCEAN VIEW
BROTHERHOOD
RANDOLPH
GENEVA AVE.
VISITACION VALLEY
LELAND AVE.
BAYSHORE BLVD.
SKYLINE BLVD.

Cartography: NH Carroll

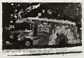
Library on Wheels

San Francisco Public Library Seniors' Bookmobile

About Library on Wheels

A 35-foot wheel-chair accessible vehicle

- Acts as a mobile branch library for seniors
- Visits more than 40 stops each month
  - adult community centers
  - senior housing sites
  - residential hotels
  - residential care homes
  - senior centers
- Open to public when operating on city streets



About Library on Wheels patrons

- San Francisco seniors reflect the enormous ethnic, socio-economic and political diversity of our City. The senior population is a microcosm of the general population.
- A 12/2003 Millennium report showed that 961 SFPL patrons have LOW listed as their home library.
- LOW patrons are:
  - Actors, activists, adventurers, artists, authors, ... and that's only the A's
  - One LOW patrons is a former Rockette
  - One was among the first African American fighter pilots

More about Library on Wheels

Full range of print materials

- Nonfiction – covers full Dewey range, including reference
- Fiction
  - Bestsellers
  - Classics
  - Genre fiction
- Magazines
- Assorted flyers, newsletters, bookmarks & cassettes

Other Formats

- Large Print Books
- Audio Books

More about Library on Wheels

Sections of Russian, Chinese and Spanish language materials

- Nonfiction
- Biographies
- Fiction
- Genre Fiction
- Magazines
- Assorted Flyers
- Music Cassettes

We use the Main International Collection to supplement our own holdings and assist patrons who want materials in other languages.

Library on Wheels Special Interests

African American Interests
- Health
- History
- Biography
- Fiction

Senior Interest
- Health
- Other aging issues
- Social services

Multicultural Worldviews
- Religion
- Philosophy
- Spirituality

Friends for Life Videos
- Action/Adventure
- Animation
- Art
- Biography
- Comedy
- Documentary
- Drama
- Horror
- Inspiration/Health
- International
- Musicals
- Martial Arts
- Performance
- SciFi
- Suspense/Thriller
- Travel

More About Library on Wheels

LOW Patrons can:

- Obtain a library card
- Borrow and return SFPL circulating materials
- Reserve any SFPL circulating item
- Receive reference services:
  - Limited on-board
  - Or via telephone with the LOW librarian
- Chat with friendly LOW staff

More About Library on Wheels

LOW staff

- Assist patrons on and off the bookmobile
- Carry their books
- Read titles or audio book descriptions
- Make reserves with lists or by phone
- Refer patrons to other services:
  - In the Library
    - Friends for Life
    - Books by Mail
    - Library for the Blind and Print Disabled
    - Events and classes
  - In the Community
    - Art shows
    - Health Fairs

Library on Wheels faces and voices

"The bookmobile staff are wonderful! They are patient, helpful with our clients. We love this excellent service."

The Arc
1500 Howard @ 11St.

Library on Wheels faces & voices

"I sincerely thank LOW for coming out every month. Many of our residents love to read and find it impossible to make it out to the library. They are very grateful for your service". . . Staff members "are wonderful."

Broadmoor Hotel
1499 Sutter @ Gough

Library on Wheels faces & voices

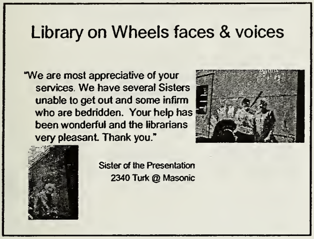
"Thank you for this terrific service! Our residents appreciate the reliable, convenient assistance from the library."

The Carlisle
1450 Post @ Gough

Library on Wheels faces & voices

"We are grateful for service that the Library on Wheels has provided. The staff is A+, always helpful and patient."

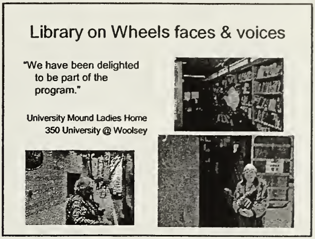
Diamond Senior Center
117 Diamond @ 18th St.



Library on Wheels faces & voices

"We are most appreciative of your services. We have several Sisters unable to get out and some infirm who are bedridden. Your help has been wonderful and the librarians very pleasant. Thank you."

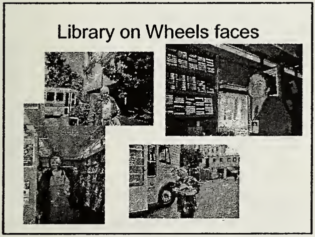
Sister of the Presentation
2340 Turk @ Masonic



Library on Wheels faces & voices

"We have been delighted to be part of the program."

University Mound Ladies Home
350 University @ Woolsey



Library on Wheels faces

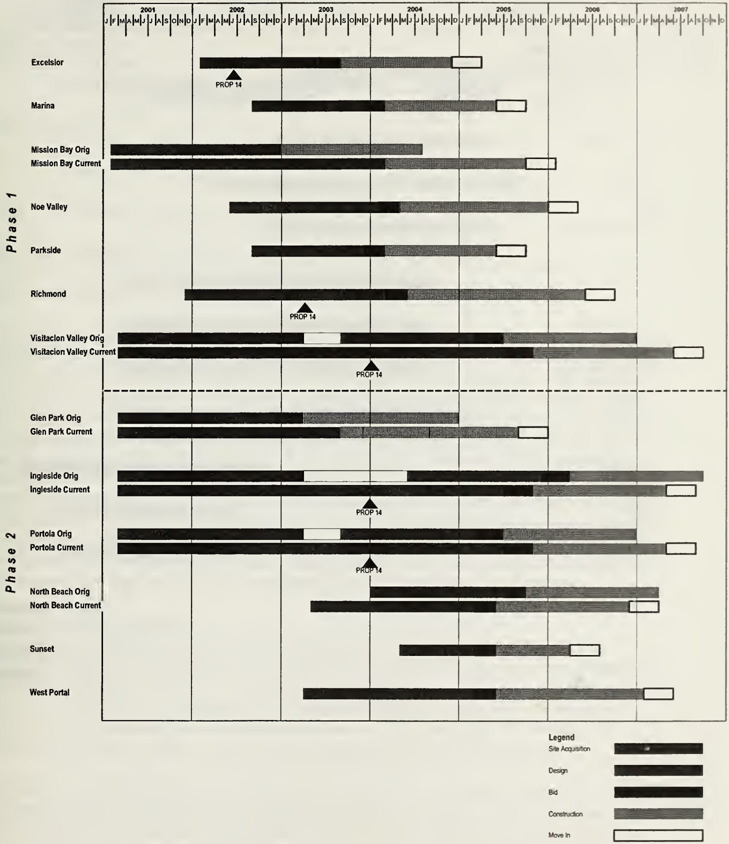
CURRENT BU EPORT-2000 Branch Library Improvement Bond Program
February 19, 2

			BUDGET		REVENUE – FUND STRATEGY				FUND STATUS		EXPENDITURES/ENCUMBRANCES	
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (1/04)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Total Available	Actual 31-Jan-04 B	New This Month
Phase 0 Projects												
GP	7514A	Glen Park	1,770,000	3,428,000	3,428,000			3,428,000	3,475,250	3,475,250	131,553	0
IN	7516A	Ingleside	1,770,000	2,225,000	1,025,000	1,200,000 (4)		2,225,000	2,225,000	2,225,000	2,045,925	1,040
PL	7519A	Portola	1,770,000	1,770,000	1,070,000	700,000 (4)		1,770,000	1,770,000	1,770,000	1,341,097	1,289,796
VV	7521A	Visitacion Valley	2,090,000	2,806,000	2,806,000	(4)		2,806,000	2,250,000	2,250,000	2,044,292	0
SC	7523A	Support Services	9,080,000	8,876,000	8,876,000			8,876,000	8,626,000	8,626,000	8,633,189	14,125
		SUBTOTAL	*16,480,000*	*19,105,000*	*17,205,000*	*1,900,000*	*0*	*19,105,000*	*18,346,250*	*18,346,250*	*14,196,056*	*1,304,961*
Phase 1 Projects												
EX	7525A	Excelsior	3,820,000	3,649,000	3,649,000	(4)		3,649,000	3,629,000	3,629,000	756,602	9,485
MA	7510A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	50,832	2,793
MB	7518A	Mission Bay	3,350,000	3,957,000	3,957,000			3,957,000	3,957,000	3,957,000	263,411	0
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	1,047,125	1,047,125	726,952	531
PS	7512A	Parkside	2,880,000	3,236,000	3,236,000			3,236,000	2,736,000	2,736,000	89,204	0
RI	7513A	Richmond	7,630,000	7,141,500	41,500	4,700,000 (4)	2,400,000 (2)	7,141,500	2,441,500	2,441,500	1,014,032	24,538
VV	7522A	Visitacion Valley	3,230,000	3,020,500	3,020,500	(4)		3,020,500	620,000	620,000	162,397	7,630
		SUBTOTAL	*29,430,000*	*29,098,000*	*21,998,000*	*4,700,000*	*2,400,000*	*29,098,000*	*15,406,750*	*15,406,750*	*3,063,430*	*44,977*
Phase 2 Projects												
GP	7515A	Glen Park	2,800,000	1,253,000	1,253,000			1,253,000	1,253,000	1,253,000	37,815	0
IN	7517A	Ingleside	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	492,371	2,429
PL	7520A	Portola	2,800,000	2,618,000	918,000	1,700,000 (4)		2,618,000	665,000	665,000	535,403	966
NB	7526A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000	821,750	821,750	118	0
SS	7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	1,415,500	1,415,500	10,314	0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500	976,125	976,125	30,092	2,180
		SUBTOTAL	*17,460,000*	*15,096,000*	*11,696,000*	*3,400,000*	*0*	*15,096,000*	*5,796,375*	*5,796,375*	*1,106,113*	*5,575*
Phase 3 Projects												
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000		0	18,690	0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000		0	18,202	0
OR	7531A	Ortega	3,560,000	3,382,000	3,382,000	(4)		3,382,000	350,000	350,000	86,581	20,028
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500		0	24,702	0
		SUBTOTAL	*15,390,000*	*14,620,500*	*14,620,500*	*0*	*0*	*14,620,500*	*350,000*	*350,000*	*148,175*	*20,028*
Phase 4 Projects												
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000		0		0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500		0		0
GG	7535A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000	50,000		0
PT	7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500		0		0
		SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*50,000*	*0*	*0*
Phase 5 Projects												
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000		0		0
PK	7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500		0		0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	353,400	353,400	116,006	1,128
		SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*353,400*	*353,400*	*116,006*	*1,128*
Program-Wide Services & Costs												
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	600,000	600,000	480,332	4,914
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	562,500	562,500	111,623	850
PM	7509A	City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	1,013,822	1,013,822	896,730	31,202
RE	7502A	Real Estate Dept	120,000	235,281	235,281			235,281	235,281	235,281	235,281	0
AR	7503A	Art Enrichment Program	0	302,000	302,000			302,000	302,000	302,000	80,042	399
RM	7504A	Program Interim Services		300,000	300,000			300,000	300,000	300,000	253,453	0
RM		Relocation & Moving Reserve	4,360,000	3,750,000	3,250,000		500,000 (1)	3,750,000				0
FE		Furniture & Equipment Reserv	15,000,000	16,000,000	0		16,000,000 (3)	16,000,000		0		0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	338,622	338,622	290,051	0
SF		Program Reserve	1,875,000	4,243,219	4,243,219			4,243,219		0		0
		SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*0*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,347,512*	*37,365*
TOTAL			**133,265,000**	**134,765,000**	**105,865,000**	**10,000,000**	**18,900,000**	**134,765,000**	**43,655,000**	**43,655,000**	**20,977,292**	**1,414,034**

(1) Library Preservation Fund Reserve for neighborhood branch library facilities appropriated by Board of Supervisor's Budget Committee 7/03
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Prop. 14 applications have been submitted for these projects

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report



Branch Library Program Summary Schedules

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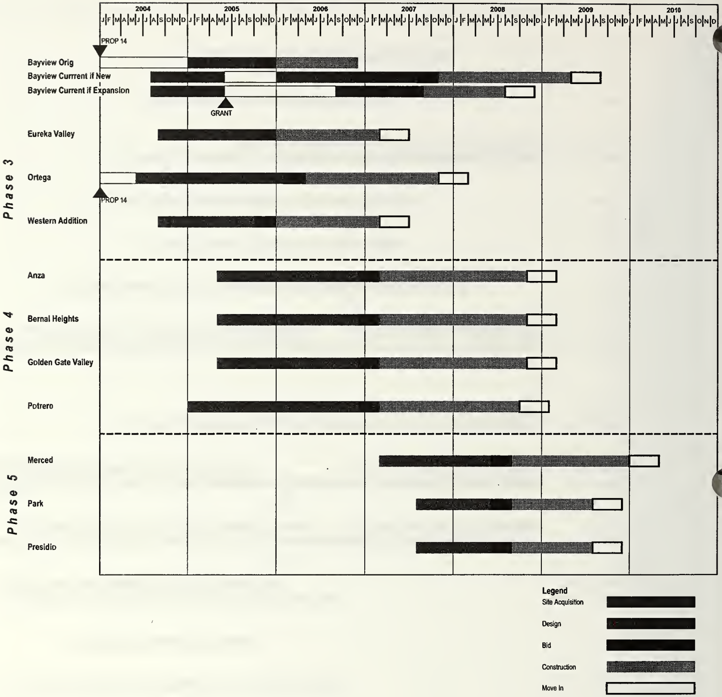


BRANCH LIBRARY
IMPROVEMENT PROGRAM

City & County of San Francisco
Branch Library Improvement Program

Gavin Newsom, Mayor
Susan Hildreth, City Librarian
Edwin M. Lee, Director of Public Works

Memorandum

To: **Library Commission**

From: **Marilyn Thompson, Bond Program Manager**

Subject: **Program Schedule Revision**

Date: **February 17, 2004**

Background

The Branch Library Improvement Program proposed to the voters in November of 2000 assumed we would receive $10 million in State grants in order to fully fund the program. It has become obvious that if we do not secure $10 million in grants, we may risk our ability to improve all 24 branch libraries as promised to the voters. You may recall in January of 2002, you took action to decrease all projects by 5% in order to reduce our reliance on State Grant funds and ensure we could accomplish improvement work at all 24 branch libraries. In May of 2003, I presented Scenarios recommending various budgeting options depending on the amount of State grants we secured. You asked for this evaluation in order to make an informed decision about our ability to increase project scope for the Parkside Branch. In light of our inability to date to secure any state money, two proposals are coming before you today, this schedule revision and the following item, the interim services strategy revision. Both proposals are aimed at making the most of the resources we have and use as much of our resources on hard construction as possible.

Proposed Schedule Revisions

In order to prevent the 5% cut from impacting the scope of projects to a great degree, I am proposing today that as many projects as possible be accelerated. It is hoped that by accelerating a project, the scope of work can be restored as the budget no longer needs to absorb as much escalation. In addition, the entire program has been accelerated by 6 months, with concurrent reductions in program-wide expenses such as program management staff. This would be reflected in the Budget Scenarios which can be updated and presented at a later date.

Attached is a new Branch Library Program Summary Schedule. Note that it has been reformatted. New divisions have been created named New Construction, Renovations and Possible Scope Change and have been ordered by closure date, instead of by phase. It is hoped this will make the schedule more readable and useful. Also attached are maps showing closures in 6 month increments. Following is a description of the proposal by project:

Branch	Description	Current Opening Date	Proposed Opening Date
New Construction:			
Glen Park	Reduce construction period as reported by developer	1/06	N/C
Mission Bay	N/C	5/06	N/C
Visitacion Valley	Delay project start to Grant determination date, as per Prop 14 application	10/07	12/07
Ingleside	Delay project start to Grant determination date, as per Prop 14 application	9/07	7/07
Portola	Delay project start to Grant determination date, as per Prop 14 application	9/07	7/07
Renovations:			
Excelsior	Reflect actual schedule	4/05	10/05
West Portal	Accelerate to reduce delay to Parkside	6/07	12/06
Sunset	Accelerate	8/06	4/06
Noe Valley	Reflect actual schedule	5/06	4/07
Western Addition	Accelerate	7/07	10/06
Marina	Reflect actual schedule	10/05	2/07
Richmond	Delay project start to Grant determination date, as per Prop 14 application	10/06	3/08
Bernal Heights	Accelerate to Excelsior opening	3/09	11/07
Eureka Valley	N/C	7/07	N/C
Ortega	Delay project start to Grant determination date, as per Prop 14 application	3/08	N/C
Potrero	Accelerate to Mission Bay opening	2/09	4/08
Park	Accelerate to Sunset opening	12/09	8/07
Parkside	Delay to West Portal opening	10/05	11/08
Anza	N/C	3/09	N/C
Golden Gate Valley	Coordinate with Marina opening	3/09	N/C
Merced	Accelerate to West Portal opening	5/10	9/08
Presidio	Accelerate to Richmond opening	12/09	7/09
Possible Scope Change:			
North Beach	Delay to allow for possible RecPark Master Planning and/or new location	4/07	5/08
Bayview	Accelerate to original planned start date (May be impacted by Town Center planning efforts)	12/08	4/08

Next Steps

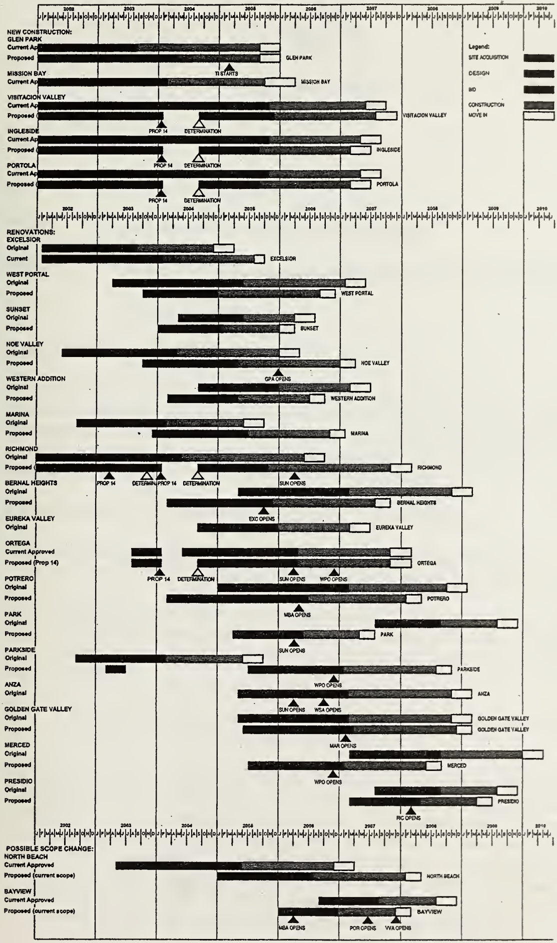
Today, I am requesting that you take action to update the Program Summary Schedule as proposed.

Attachments

Branch Library Program Summary Schedules

Proposed In Monthly Bond Program Manager's Report

February 19, 2004



San Francisco Public Library

Memorandum

To: Library Commission

From: Paul Underwood, Deputy City Librarian

Subject: **Revision to Interim Branch Library Services Plan and Bond Budget**

Date: February 17, 2004

Background

At the December 19, 2002 Library Commission Meeting, the Commission approved the Interim Branch Library Services Plan (The *Interim Branch Library Services Plan* memorandum, dated December 15, 2002 is attached). This plan directs the Library to evaluate each project on a case-by-case basis, in a three step priority approach to select the most appropriate interim library service for each location.

The plan calls for each project to be evaluated in the following order:

1. Evaluation of geographic location of the community within the City (is it a more isolated area?), proximity to nearby branch libraries, access to public transit, etc.

    - If the branch library is close to another branch library, is on mass transit lines, etc., then extending hours at nearby branches and housing any unique or special collections temporarily at another branch library will be the interim service provided.

    - If the branch library does not meet that criteria, then evaluation moves to the second step, that of incorporating Bookmobile Service.

2. Evaluation at step two includes the feasibility and appropriateness of Bookmobile Service, including extending hours at nearby branch libraries, housing unique or special collections temporarily at another branch library, partnering with local schools, churches, community centers, etc. for locations to hold library programs and events, and scheduling special visits by the Children's Bookmobile. A Bookmobile Service schedule may either be stationary near a closed branch, or operate on a regular schedule. If the outcome of analysis of this step for a given project indicates that step two is not feasible, then evaluation moves to the third and final step.

3. Temporary/Portable Structures; Store fronts or other suitable structures. Selection of a temporary physical location includes feasibility criteria including, but not limited to:

    - Temporary/Portable -- requires a suitable size of property with appropriate street and pedestrian access, permits, load limit for book stacks of 150 lbs per square foot, ADA compliance, telecom and electrical connections.

    - Store fronts or other suitable structures -- requires appropriate street and pedestrian access, ground floor location is strongly preferred, load limit for book stacks of 150 lbs per square foot, ADA and seismic code compliance, appropriate telecom and electrical capacity, as well as appropriate lighting and heating.

Additionally, the plan established a budget breakdown for the $4,300,000 identified in the bond program to support moving and relocation for all projects.

At the meeting of February 19, 2004, the Library is requesting consideration of action to modify the budget based upon the continuing need to bridge the $5,756,781 gap between funds available and total projected costs of the entire bond program. This gap was created by the City's original anticipation of the Library receiving $10 million from Proposition 14. The gap was decreased by the Commission taking action to reduce projects by 5% and using those funds to establish the Program Reserve, pending outcome of Proposition 14 awards. In order to further reduce the gap, Library Administration has carefully reviewed the project budgets, including the Relocation and Moving Reserve. The outcome of that review is the recommendation that $3,201,600 be transferred to Program Reserve to offset the gap, resulting in a decrease in the gap from $5,756,781 to $2,555,181.

The funds remaining of $410,000 in the Relocation and Moving Reserve would be used for moving expenses for the 24 projects ($410,000[1]). Moving expenses are determined by allocating $10,000 to move out and $10,000 to move in for each of the 19 renovation projects and $10,000 to move in for each of the five new facilities.

Funds in the Program Interim Services line are recommended to be increased to $438,400 from the current $300,000. These funds are for the purchase of bookmobiles. We have purchased two bookmobiles: a used vehicle from the City of Sunnyvale for $80,000 and a new bookmobile, currently in construction, for $173,400. This new vehicle is expected to arrive in the fall of 2004. We will need a third bookmobile in about 18 months and that new vehicle is estimated to cost $185,000.

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[1] Please note that $20,000 has already been programmed from Relocation and Moving Reserve to support the move out and move in for the Excelsior Branch Library.

The request to move funds from Relocation and Moving Reserve to Program Reserve is driven by the need to stabilize, as much as possible, the overall bond program for all projects with as minimal impact as possible. This shift in funds relates to Library Administration recommending that step 3, that of providing an interim physical location, of the Interim Branch Library Services Plan will not be used.

Fund Use	**Current**	**Proposed 2/19/04**
Relocation & Moving Reserve	$3,750,000	$410,000
Program Interim Services	$300,000	$438,400
Program Reserve	$4,243,219	$7,444,819
Existing Gap		*($2,555,181)*

As an outcome of revising the program construction schedule, there will be 3 branch libraries closed beginning in mid to late 2004. As the program begins in earnest, there are likely to be six branch libraries closed at the same time during 2005, increasing to twelve closed at the peak year of construction in 2007, and then declining in number of simultaneous or somewhat overlapping closures to the end of the bond program in 2009. Somewhat overlapping or simultaneous closures will be offset by the gradual coming on line of the five new branch libraries, as well as the newly renovated branches throughout the City. Interim services will continue to be provided as outlined in steps 1 and 2 of the Interim Branch Library Services Plan, referred to on page one of this memorandum.

Service options that will be evaluated and implemented on a case-by-case basis include:

- *Bookmobile service*
  Days of the week and frequency to be determined on a case-by-case basis.

- *Extended hours at nearby branch libraries*
  Similar to the approach the Library used for the closure of Excelsior: Opened Glen Park on Mondays, and Portola on Sundays during the period of closure for renovation.

- *Housing unique or special collections temporarily at another branch library*
  Such as the Gay and Lesbian collection at Eureka Valley moved to a nearby branch; Vietnamese, Chinese language collections moved to a nearby branch.

- *Partnering with local schools, churches, community centers, etc for locations to hold library programs and events*
  Such as holding the Summer Reading Program events or other children's programming at a local community center; homework help at a local school.

- *Scheduling special visits by the Children's Bookmobile*
  Such as performers using the Children's Bookmobile at a location near the closed branch library; the Children's Bookmobile bringing special needs collection to a closed site on a rotating basis.

Additionally, Library Administration is analyzing the viability of selected mailing of library materials directly to the homes or place of business of library users of branches during the period of closure for users' home branch library.

Recommendation

Library Administration recommends Commission approval of moving $3,201,600 from **Relocation and Moving Reserve** to **Program Reserve** to decrease the existing bond program gap to $2,555,181. In taking this action, the Commission understands that step 3 of the Interim Branch Library Services Plan, that of providing an interim physical location, is no longer being considered as a feasible option.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Interim Branch Library Services Plan

DATE: December 15, 2002

Background

At the October 17, 2002 Library Commission Meeting, an informational presentation was made outlining various service options to provide library services during construction phases of the Branch Library Bond Program. The presentation included discussion of the following:

Strategy

The overall strategy for the provision of interim library services incorporates:
- Providing access to library services during the ten year build-out of the Branch Library Improvement Program, while maintaining fiscal responsibility and achieving the overall goal of the program;
- Ameliorating the impact of closures on a geographic basis so that no one area of the City is unnecessarily impacted; and
- Determining appropriate options will be based on analysis of key library service concerns including, but not limited to, geographic location, proximity to other branches, public transportation, etc.

Service options

- *Bookmobile service*
  Days of the week and frequency to be determined on a case-by-case basis.

- *Extended hours at nearby branch libraries*
  Similar to the approach the Library used for the recent closure of West Portal: Opened Merced on Mondays, and Parkside on Sundays during the period of closure.

- *Housing unique or special collections temporarily at another branch library*
  Such as the Gay and Lesbian collection at Eureka Valley moved to a nearby branch; Vietnamese, Chinese language collections moved to a nearby branch.

- *Partnering with local schools, churches, community centers, etc for locations to hold library programs and events*
  Such as holding the Summer Reading Program events or other children's programming at a local community center; homework help at a local school.

- *Scheduling special visits by the Children's Bookmobile*
  Such as performers using the Children's Bookmobile at a location near the closed branch library; the Children's Bookmobile bringing special needs collection to a closed site on a rotating basis.

Temporary Structures

Library Administration recommended that the use of temporary structures not be considered as part of the provision of alternate library services due to the:

- Difficulty in acquiring a temporary location within the service area of any particular branch library;
- Cost of upgrading any facility to accommodate library service needs;
- Ongoing cost of operating a temporary structure;
- Loss to the City and the Library upon leaving a temporary facility – expensive improvements for a limited use of 12 to 18 months is not cost effective; and
- Desire to maintain the construction schedule and manage the budget effectively

Budget Considerations

The budget for moving and relocation is $4.3 million for all 24 projects.

- It is estimated that, on average, $50,000 will be needed for moving costs per project. This totals $1.2 million, plus 15% contingency bringing the total to $1,380,000.
- Purchase of used bookmobiles to provide library service is estimated at $400,000 per vehicle.
- Storage of materials includes using Brooks Hall and the Presidio Branch Library as the first locations to store materials. The Library will be able to hold several complete branch library collections in these combined locations. If needed, rental space would be used. $520,000 was proposed to be set aside for rental space.

Example: Excelsior Branch Library

Excelsior will be the first branch library closed, probably in September 2003. The branch is scheduled to open in September 2004. Currently, Excelsior operates seven days per week.

A scenario was given as an example of what interim services might look like for Excelsior:

- Nearby branch libraries include Bernal Heights, Glen Park, Ingleside, Mission and Portola;
- Excelsior and Glen Park are both on MUNI lines 44 and 52;
- Excelsior and Mission are both located on Mission Street, with excellent public transit available;
- Mission is also open seven days per week;
- Bernal Heights could be opened on Mondays from 1:00 – 9:00 (currently Bernal is closed on Mondays); Sundays from 1:00 – 5:00 (currently Bernal is closed on Sundays); and increase Wednesday hours from 1:00 – 9:00 to a new schedule of 10:00 – 9:00;
- Bookmobile service could be provided near the closed branch on Tuesdays, Thursdays and Saturdays;
- Children's Bookmobile could make special program visits;
- The Excelsior Branch Manager would develop partnerships with local schools, churches, community centers, etc. to continue library programming during closure;
- The Filipiniana collected is relocated to Bernal Heights.

Analysis

At the close of the October 17th presentation, the Library Commission directed staff to continue to explore alternate service options and return to the Commission with recommendations.

Determining appropriate options will be based on analysis of key library service concerns including, but not limited to, geographic location, proximity to other branches, public transportation, etc. The relocation and moving strategy is to provide access to library services during the ten year build-out of the Branch Library Improvement Program, while maintaining fiscal responsibility and achieving the overall goal of the program, that of making the buildings seismically safe, ADA compliant, and technologically staged for present and future library service needs.

The budget for relocation and moving for the 24 projects was established at $4.3 million. This amount is far less than what would be required if all projects needed an interim physical location. The establishment of the budget at $4.3 million was a conscious decision made by the Library Commission that not every project would need an interim physical location.

The outcome of more detailed investigation and analysis has resulted in a priority due diligence methodology to select the most appropriate interim library service approach on a case-by-case basis.

Each project will be evaluated in the following order:

1. Evaluation of geographic location of the community within the City (is it a more isolated area?), proximity to nearby branch libraries, access to public transit, etc.

    - If the branch is close to another branch library, is on mass transit lines, etc., then extending hours at nearby branches and housing any unique or special collections temporarily at another branch library will be the interim service provided.

    - If the branch does not meet that criteria, then evaluation moves to the second step, that of incorporating Bookmobile Service.

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    - Temporary/Portable -- requires a suitable size of property with appropriate street and pedestrian access, permits, load limit for book stacks of 150 lbs per square foot, ADA compliance, telecom and electrical connections.

    - Store fronts or other suitable structures -- requires appropriate street and pedestrian access, ground floor location is strongly preferred, load limit for book stacks of 150 lbs per square foot, ADA and seismic code compliance, appropriate telecom and electrical capacity, as well as appropriate lighting and heating.

Budget

Library staff estimated that up to eight projects might meet Step 3 criteria, up to eleven projects at Step 1 or Step 2, and five projects will not need interim library service, as follows:

Leased Branch Libraries and Mission Bay Branch:	
▪ No interim library service needed	
▪ Moving and related costs for 5 new facilities at $50,000 each	$250,000
Renovations for 11 projects	
▪ Step 1 or Step 2 selected as the interim service	
▪ Moving costs for 11 renovations at $50,000 each	550,000
Eight Projects selected for Step 3	
▪ $312,500 average each	2,500,000
▪ Examples of costs incorporated in the $312,500 include rent, moving collections/furniture, code compliance, moving and installation of portable (if selected), permits, ADA compliance, etc. depending on type of temporary facility selected, etc.	
Two Bookmobiles for use during the 10 year bond program at $400,000 each	800,000
Purchase of 2 portables for use during the 10 year bond program at $100,000 each	$200,000
Total	**$4,300,000**

Recommendation

Library Administration recommends Commission approval of the priority due diligence methodology, outlined above, to select the most appropriate interim library service approach on a case-by-case basis. The Library will engage each neighborhood, as part of the Library's due diligence, in determining the most appropriate outcome.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
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SAN FRANCISCO
PUBLIC LIBRARY

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approved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
D orah Strobin
issioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, February 19, 2004.
(As approved April 15, 2004)

The San Francisco Public Library Commission held a regular meeting on Thursday, February 19, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:06pm.

The following members were present: Bautista, Coulter, Steiman, and Streets.
Commissioners Higueras and Strobin excused.
Commissioner Chin joined the meeting at 4:30pm

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public; their lawsuit against the Library.
Peter Warfield; the Library's online systems.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JAN. 20, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JAN. 20, 2004

An anonymous member of the public; the Minutes inaccurate and lack details.
Mr. Peter Warfield; the Minutes not accurately reported.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JAN. 20, 2004

MOTION: Commissioner Bautista, 2nd Commissioner Coulter for approval of the Minutes of the regular Commission meeting of January 20, 2004.

Adopted by the following vote:
AYE 4-0 (Bautista, Coulter, Steiman, and Streets)

AGENDA ITEM #3 2004/05 LIBRARY BUDGET

(Presented by City Librarian Susan Hildreth and Library Finance Director George Nichols)
Presentation on and discussion of, and possible action to approve the Library's proposed FY 2004/05 Budget.

Public comment on AGENDA ITEM #3 2004/05 LIBRARY BUDGET

An anonymous member of the public; budget report deficiencies.
Mr. Peter Warfield; funding for RFID and for books and catalog improvements.

Please note:. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Commission discussion of AGENDA ITEM #3 2004/05 LIBRARY BUDGET

MOTION: Commissioner Bautista, 2nd Commissioner Chin for approval of the Library's FY 2004/05 Budget (as amended and discussed in 2004-05 Proposed Budget memorandum dated February 11, 2004) as proposed.

Adopted by the following vote:
Aye 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #4 BOOKMOBILE REPORT

(Presented by Library Chief of Children and Youth Services Toni Bernardi, Children's Bookmobile Librarian Megan Andersen, Chief of the Main Library Kathy Lawhun, Marti Goddard, Library Director of Access Services, and Chief of Branches Donna Corbeil)

Presentation on and discussion of Library bookmobile services.

Public comment on AGENDA ITEM #4 BOOKMOBILE REPORT

An anonymous member of the public; bookmobile services and schedules.
Mr. Peter Warfield; bookmobile services and schedules.

AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

(Presented by Branch Library Improvement Program Manager Marilyn Thompson)
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none *regular reports*: program budget and schedule; active projects; and community outreach; and *special reports;* presentation and discussion of the BLIP schedule and possible action to approve the BLIP Manager's recommendations for changes in the Program Schedule.

Public comment on AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public; seismic risk status of branch libraries.
Mr. Peter Warfield; seismic safety at branch libraries.

Commission discussion of AGENDA ITEM #5 BOND PROGRAM MANAGER'S REPORT

MOTION: by Commissioner Bautista, 2nd Commissioner Chin for approval of the proposed revisions (Program Schedule Revisions memorandum dated February 17, 2004) to BLIP Projects Schedule.

Adopted by the following vote:
Aye 5-0 (Bautista, Chin, Coulter, Steiman, and Streets)

AGENDA ITEM #6 INTERIM BRANCH LIBRARY SERVICE PLAN AND BOND PROGRAM BUDGET REPORT (Presented by Deputy City Librarian Paul Underwood)

Presentation on and discussion of and possible action to revise the Library's Interim Branch Library Services Plan for services during Branch Library Improvement Program renovation and construction activities and the Bond Program Budget.

Public comment on AGENDA ITEM #6 INTERIM BRANCH LIBRARY SERVICE PLAN AND BOND PROGRAM BUDGET REPORT

An anonymous member of the public; closure of branch libraries.
Mr. Peter Warfield; Prop. E public service hours and temporary facilities.

Commission discussion of AGENDA ITEM #6 INTERIM BRANCH LIBRARY SERVICE PLAN AND BOND PROGRAM BUDGET REPORT

(Commissioner Chin left the meeting at 6:24pm).

MOTION: Commissioner Coulter, 2nd Commissioner Streets approving moving $3,201,600 from the Program Relocation and Moving Reserve into the Program Reserve, eliminating use of interim physical locations as an interim service option.

Adopted by the following vote:
AYE 4-0 (Bautista, Coulter, Steiman, and Streets)

AGENDA ITEM # 7 ADJOURNMENT

MOTION: by Commissioner Streets, 2nd Commissioner Bautista that the meeting be adjourned.

Adopted by the following vote:
AYE 4-0 (Bautista, Coulter, Steiman, and Streets)

There being no further business, the Public Library Commission at the hour of 6:27pm adjourned.

Michael Housh, Commission Secretary 3/11/04

Please note: Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

ATTACHMENTS:
2004-05 Proposed Budget memorandums 2-11-04
Library on Wheels report
BLIP Bookmobile report
Branch Library Improvement Program Schedule
Branch Library Improvement Program Budget
Branch Library Improvement Program Schedule Revisions memorandum 2-17-04

Minutes of the Library Commission Meeting of February 19, 2004

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

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